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ABSTRACT

The purpose of the Common Communication Format (CCF) is to provide a detailed and structured method for recording a number of mandatory and optional data elements in a computer-readable bibliographic record for exchange purposes between two or more computer-based systems. However, it can also be useful within non-computerized bibliographic systems. Not designed to be used as a manual by staff responsible for coding or otherwise preparing bibliographic descriptions for input to a computer system, this document is meant to be a specification to assist systems designers in devising local procedures and computer programs so that they can exchange files in either direction with other organizations which may use the CCF. It is neither complete nor final, as much work remains to be done to test the current version of the CCF and to provide assistance in its implementation. It is also expected that the scope of the CCF data elements, now confined to descriptions of monographs and serial publications, will be expanded. This manual is divided into five parts: introduction, use of the format, data elements, codes used in the data elements, and examples of complete records. (DMC)

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PGI-84/WS/4

Paris, 1984

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CCF: The Common Communication Format

edited by

Peter Simmons

and

Alan Hopkinson

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PREFACE

This First Edition of the CCF has been prepared with the support of Unesco, within the framework of the General Information Programme, by the Ad-Hoc Group on the Establishment of a Common Communication Format. The following experts participated in this work:

Dorothy Anderson	IFLA International Office for UBC
Henriette Avram	Library of Congress and IFLA
Edwin Buchinski	National Library of Canada and ISO
Hope E. A. Clement	National Library of Canada and MARC Network Study Team
Harold Dierickx	Institute of Social Studies and UNISID
Nathalie Dusoulier (Chairman)	United Nations, Dag Hammarskjöld Library
Alan Hopkinson	British Library
Sally McCallum	Library of Congress
Marie Rosenbaum	International Centre of the International Serials Data System
Peter Simmons	University of British Columbia School of Librarianship
Erik Vajda	National Technical Information Centre and Library (OMIKK), Hungary
James L. Wood	Chemical Abstracts Service and ICSU-AB

The purpose of the CCF is to provide a detailed and structured method for recording a number of mandatory and optional data elements in a computer-readable bibliographic record for exchange purposes between two or more computer-based systems. However, it can also be useful within non-computerized bibliographic systems. Use of the data elements embodied in the CCF in such systems will simplify computerization of their activities at a later date.

Unlike some other standard format specifications, this document was not designed to be used as a manual by staff responsible for coding or otherwise preparing bibliographic descriptions for input to a computer system. Rather, it is meant to be a specification to assist systems designers in devising local procedures and computer programs so that they can exchange files in either direction with other organizations which may use the CCF. It is expected that the CCF will become the source for

many locally-produced input manuals and other specific kinds of staff aids.

Finally, it must be emphasized that the content of this document is meant to be neither complete nor final. Much work remains to be done to test the current version of the CCF, as well as to provide assistance in its implementation. It is expected that in time, the scope of the CCF data elements, now confined to descriptions of monographs and serial publications, will be expanded. In any case, since the data elements listed within this document define a minimum set, they must be regarded as a core to be supplemented by additional elements required by special situations, institutions, or materials.

Wolfgang Löhner
Chief, Section for Promotion of
Methods, Norms and Standards
General Information Programme
Unesco

1 INTRODUCTION

1.1 History and Methodology

1.2 Rationale

1.1

HISTORY AND METHODOLOGY

In April 1978 the Unesco General Information Programme (Unesco/PGI) sponsored an International Symposium on Bibliographic Exchange Formats, which was held in Taormina, Sicily. Organized by the UNISIST International Centre for Bibliographic Descriptions (UNIBID) in co-operation with the International Council of Scientific Unions Abstracting Board (ICSU-AB), the International Federation of Library Associations and Institutions (IFLA), and the International Organization for Standardization (ISO), the Symposium was convened "to study the desirability and feasability of establishing maximum compatibility between existing bibliographic exchange formats."*

Out of the Taormina Symposium a number of recommendations emerged, the most important of which was that the development of a common bibliographic exchange format that would be useful to both libraries and other information services was desirable and probably feasible, and that the development of this format should be treated as a high priority item.

Immediately following the Symposium and as a direct result of it, Unesco/PGI formed the UNISIST Ad Hoc Group on the Establishment of a Common Communication Format (CCF), which included, as the Symposium recommended, experts able to present the views of a broad spectrum of the information community. Members of this Group worked at meetings and through correspondence to produce the format as it appears in this document.

The Group's work was based on a number of major decisions which were taken at the start of its deliberations. These were the following:

- That the structure of the new format would conform to the international standard ISO 2709.**
- That the core record would consist of those data elements essential to bibliographic description, identified in a standard manner.

---

* International Symposium on Bibliographic Exchange Formats, Taormina, Sicily 27-29 April 1978.[6] Within the text of the CCF, bibliographic references are given in brief form. Accompanying reference numbers refer to the complete citation, which is in Section 2.3 'Standards and references'.

** Within the text of the CCF, references to ISO standards are given in brief form. Full citations are given in Section 2.3 'Standards and references'.

- That the core record would be augmented by additional relevant descriptive elements, amenable to international standardization, and identified in a standard manner.

- That data elements not amenable to international standardization (e.g. classification numbers, index terms) would be identified by a standard technique.

- That a standard technique would be devised for accommodating levels, relationships, and links between bibliographic entities.

In addition to these general principles, it was affirmed that the CCF should be not merely a new format but must be based on, and provide a bridge between, the major international exchange formats, while taking into account the International Standard Bibliographic Descriptions (ISBD) developed by IFLA.

The first work undertaken was a comparison of all of the data elements in six existing bibliographic exchange formats, to determine which elements were held in common. These formats were The Reference Manual,[8] UNIMARC,[6] the Guidelines for ISDS,[7] MEKOF-2,[2] the ASIDIC/EUSIDIC/ICSU-AB/NFAIS Interchange Specifications,[1] and the USSR-US Common Communication Format.[10]

The comparison of these six standard formats resulted in the production of a highly detailed directory showing how elements of bibliographic description were handled in each of the formats studied. With the directory as a guide, the group was able to discover a small number of data elements which were used by virtually all information-handling communities, including both libraries and abstracting and indexing organizations. These commonly used data elements form the core of the CCF. Discussions were held within the Group to determine which elements should be declared 'Mandatory', and what the definition of the word 'mandatory' should be, as well as which other data elements should be included as 'Optional'. Lists of proposed CCF data elements were elaborated, re-drafted a number of times, discussed in great detail, and finally agreed upon by the entire Group.

At the same time, a sub-group was developing a technique to show relationships between bibliographic records, and between elements within bibliographic records. The various kinds of possible relationships were listed and examined, the concept of the 'record segment' was developed and refined, and a method for designating relationships between records, segments, and fields was accepted by the group. The results of this aspect of the work appear in Section 2.5 'Links and Levels'.

By the end of 1982, the Group had completed the initial design stages of the CCF. Final editing took place during 1983.

1.2

RATIONALE

Within an information system, information will usually at one time or another exist in a number of separate but highly compatible formats. At the very least there will be one format in which records will be input to the system, one format that dictates how records are stored for archival purposes, possibly a different format in which records are stored for retrieval purposes, and one format (though more often, several) in which records will be displayed. In addition, if an organization wishes to exchange records with another, it will be necessary for each of these organizations to agree first upon a common standard format for exchange purposes, and then be able to create an exchange-format record from their internal-format record, and vice versa. In each of these cases, computer programs must be written to translate from one format to another.

If in each country there is a single national standard exchange format, information interchange within that country will be greatly facilitated, both technically and economically. But if every one of the national standard formats is different from all others, then international information interchange between national bibliographic agencies will still be so complex as to be uneconomical, because of the number of computer programs that must written to accommodate the translation of records from one format to another.

At the present time many national standard exchange formats exist. Although a number of these formats are very similar to one another, many are similar only superficially while others differ from one another significantly. In any case, rarely if ever are two national formats so completely alike that their records can be handled by the same computer programs.

The bibliographic descriptions carried by these formats also differ widely, according to their source. Many different kinds of agencies create bibliographic records. The goals of some of these differ significantly from the goals of others. Abstracting and indexing agencies, for example, operate in a manner quite different from that of most libraries, and must work within different limits and constraints. As a result, various kinds of rules for bibliographic description have come into common use, resulting in the creation and distribution of widely varying and, for the most part, incompatible bibliographic records contained within equally varied and incompatible formats.

In order to resolve the lack of uniformity among national standard formats, international standard exchange formats have been developed. Within the community of national libraries, the UNIMARC[4] format, which was developed to provide a single common

denominator for exchange purposes, assumes that ISBD is the standard for the form of those data elements which describe the item. It gives specifications for the content designators (tags, indicators, and subfield identifiers) to be assigned to bibliographic records for a variety of types of materials. Similarly, the community of abstracting and indexing (a&i) services is served by the UNISIST Reference Manual,[8] which prescribes its own content designators to be assigned to bibliographic descriptions of various types of materials. Both of these formats were designed to serve a limited range of institutions, a fact which is also true of the other international exchange formats listed in Section 1.1, as well as formats not listed but in active use for international exchange.

Several of the most commonly used existing exchange formats, including the UNISIST Reference Manual and UNIMARC, have the potential to be modified for use by any type of bibliographic agency. But it remains true that the Reference Manual tends to be used by a&i services, while the users of UNIMARC are libraries and national bibliographic agencies. In many cases these two major formats define, organize and identify data elements in quite different ways, and rely on different sets of codes for use in their coded elements. Thus it has not been practical to mix in a single file bibliographic records from these different types of organizations and services. Therefore a&i services have tended to exchange records only with other a&i services, and libraries only with other libraries. Moreover, an organization receiving records from these two types of agencies has needed a distinct and separate set of computer programs to handle each type of record.

Clearly this historical division within the information community into two separate groups is detrimental to the progress that is rapidly being made towards building international networks of various types of bibliographic agencies, as well as standing in the way of programmes aimed at providing users with easy access to recorded information from a variety of sources. The CCF aims to facilitate the communication of bibliographic information among sectors of the information community in order to facilitate the communication of bibliographic information among computer-based systems, large and small, around the world.

2 THE USE OF THE FORMAT

2.1 Scope and use

2.2 Definitions

2.3 Standards and references

2.4 Structure

2.5 Links and levels

2.6 Character sets

2.7 Format modification

2.1

SCOPE AND USE

The CCF is designed to provide a standard format for three major purposes:

- To permit the exchange of bibliographic records between groups of libraries and a&i services.

- To permit a bibliographic agency to manipulate with a single set of computer programs bibliographic records received from both libraries and a&i services.

- To serve as the basis of a format for a bibliographic agency's own bibliographic database.

The CCF has been designed with the aim of retaining the highest degree of flexibility for deriving a number of different types and arrangements of output. Therefore a bibliographic agency may choose to use for local implementation any format or formats which are convertible by computer program to the CCF. Alternately, an agency may wish to use the CCF directly, to contain the bibliographic records that it creates. This was one goal in creating the CCF; it was acknowledged that such practice might take place and attempts have been made to facilitate it, while recognizing that bibliographic data exchange is its primary purpose.

These uses have been accommodated in the following ways:

- By specifying a small number of mandatory data elements which are recognized by all sectors of the information community as essential in order to identify an item.

- By providing a list of mandatory data elements sufficiently flexible to accommodate varying descriptive practices.

- By providing a number of optional elements which may be useful to describe an item further according to the practices of the agency which creates the record.

- By permitting the originating agency to include non-standard elements which are considered useful within its system even though they are not used by other agencies.

- By providing a mechanism for linking records and segments of records without imposing on the originating agency any uniform practice regarding the treatment of related groups of records or data elements.

2.2

DEFINITIONS

For the purposes of this format, the following definitions apply:

bibliographic item - see item.

bibliographic level - see level.

bibliographic record - see record.

character set - a set of characters (i.e. control characters and graphic characters such as letters, digits, and symbols) with their coded representation.

chronological relationship - the relationship in time between bibliographic items, such as the relationship of a serial to its predecessors and successors.

content designator - a code (i.e. tag, indicator, subfield identifier, occurrence identifier, etc.) which identifies or describes some attribute of a data element or group of data elements.

data element - the smallest unit of information that is explicitly identified. Within a datafield, a data element forms a subfield and is identified with a subfield identifier. Within the record label and directory, the data elements are identified by their character positions.

datafield - a variable-length portion of the bibliographic record containing a particular category of data, following the directory and associated with one entry in the directory. A datafield may contain one or more subfields.

directory - a table of entries, each of which gives the tag, length, location within the record, segment identifier, and occurrence identifier of a datafield.

field - see datafield.

horizontal relationship - the relationship between versions of an item in different languages, formats, media, etc.

indicator - the first content designator in each datafield, associated with that datafield and supplying further information about the contents of the field, about the relationship between the field and

other fields in the record, or about the action required in certain data manipulation processes.

item - the physical object which is described by the data contained in a record segment. See also target item, related item.

label - the first 24 characters of each bibliographic record, providing parameters for the processing of the record.

level - a designation assigned to a bibliographic item that indicates the placement of the item in a structure based on vertical relationships.

link or linkage - a means of establishing and defining a relationship between fields, between record segments, or between separate records.

mandatory field - a field designated 'Mandatory' should appear in the primary segment when the relevant information appears on the item or is otherwise known to the creator of the record.

mandatory subfield - a subfield designated 'Mandatory' should appear in the record when the field within which it is found appears.

occurrence identifier - a single character which differentiates multiple occurrences of fields within the same record segment that carry the same tag.

primary segment - those fields in the record which carry the bibliographic data for the target item. Every record must contain one, and only one, primary segment.

record - a collection of specifically defined character strings, including a record label, a directory and bibliographic data describing one or more bibliographic items treated as one entity. A record may contain one or more record segments.

record label - see label.

related item - a bibliographic item that has either a vertical, chronological, or horizontal relationship with another item identified or described in a segment in a record.

secondary segment - any segment contained in a record other than the primary segment.

repeatable - a field or subfield which is repeatable may appear more than once in the same segment. A field which is not repeatable may not appear more than once in the same segment.

segment - a group of fields within a record, all carrying the same segment identifier, which may be treated as an entity. All fields belonging to the same segment describe the same item.

set - a logical grouping or cluster of fields within a segment that are related to one another and require explicit indication or linkage to designate the member fields.

source format - the rules and/or conventions governing the representation in machine form of a record prior to its conversion to the CCF.

structure - the arrangement of the parts constituting a bibliographic record.

subfield - a separately identified part of a field containing a defined element of information.

subfield identifier - one or more characters immediately preceding and identifying a subfield. Its first character must always be IS$_1$ of ISO 646.

tag - three characters associated with a field and used to identify it.

target item - the bibliographic item that is principal or primary for the description of which the record was constructed. The target item is the one to which the bibliographic level code in character 7 of the label applies.

vertical relationship - the hierarchical relationship of the whole to its parts and the parts to the whole, such as an individual item to its series or a journal article to the journal.

STANDARDS AND REFERENCES

As far as possible, codes and other elements amenable to standardization which appear in the CCF incorporate standards issued by the International Organization for Standardization (ISO). Below are listed the standards, manuals, codes of practice, handbooks, and other standardizing publications to which reference is made in the CCF. They are divided into two sections:

- ISO standards, in numerical order
- Other references, in alphabetical order

Standards published by the International Organization for Standardization should be ordered from national standards organizations, or from the ISO Central Secretariat, Case postale 56, CH-1211 Genève 20, Switzerland. Many of the standards listed below appear in Information Transfer : ISO Standards Handbook 1. Second edition. Geneva: ISO; [Paris]: Unesco, 1982. This volume is available in either French or English from both ISO and Unesco.

2.3.1 ISO standards

ISO 4-1972. International Code for the Abbreviation of Titles of Periodicals. (Currently under revision)

ISO 646-1983. 7-Bit Coded Character Set for Information Processing Interchange.

ISO 2014-1976. Writing of Calendar Dates in All Numeric Form.

ISO 2022-1983. 7-bit and 8-bit Coded Character Sets - Code Extension Techniques.

ISO 2108-1978. International Standard Book Numbering.

ISO 2375-1980. Procedure for Registration of Escape Sequences.

ISO 2709-1981. Format for Bibliographic Information Interchange on Magnetic Tape.

ISO 3166-1981. Codes for the Representation of Names of Countries.

ISO 3297-1975. International Standard Serial Numbering (ISSN). (Currently under revision)

2.3.2 Other references

1. ASIDIC/EUSIDIC/ICSU-AB/NFAIS. Recommended Interchange Specifications for Computer Readable Bibliographic Data Bases. April 1978.

2. International Centre for Scientific and Technical Information. (Communicative Format of Data Recording on Magnetic Tape. International Exchange Format; MEKOF-2.) Moscow: International Centre for Scientific and Technical Information, 1979.

3. International CODEN Service. International CODEN Directory. [Microfiche] Columbus, Ohio: American Chemical Society, 1978- .

4. International Federation of Library Associations and Institutions. UNIMARC: Universal MARC Format, 2nd rev. ed. London: IFLA International Office for UBC, 1980.

5. International ISBN Agency. The ISBN System: Users' Manual. 2nd. ed. Berlin: The Agency, 1978.

6. Towards a Common Bibliographic Exchange Format? International Symposium on Bibliographic Exchange Formats, Taormina, Sicily, 27-29 April 1978. Proceedings edited by H. Dierickx and A. Hopkinson. Budapest: OMKDK-Technoinform; London: UNIBID, 1978.

7. Unesco. Guidelines for ISDS, prepared by the International Centre for the Registration of Serial Publications. Paris: Unesco, 1973. This will soon be replaced by the ISDS Manual.

8. Unesco. UNISIST Reference Manual for Machine-readable Bibliographic Descriptions, compiled by M. D. Martin. Paris: Unesco, 1974. This has been replaced by a Second revised edition, compiled and edited by H. Dierickx and A. Hopkinson. Paris: Unesco, 1981.

9. U.S. Library of Congress. List of Languages and Language Codes. Washington, D.C.: Catalog Distribution Service, Library of Congress, n.d.

10. USSR Council of Ministers, State Committee on Science and Technology (and) USSR State Public Library for Science and Technology. Draft Implementation of the USSR-US Common Communication Format. Moscow: 1978.

2.4

STRUCTURE

The Common Communication Format constitutes a specific implementation of the international standard ISO 2709. That standard specifies the structure for a generalized machine format that will hold any type of bibliographic record. The details of how it has been implemented in the CCF are set out below, followed by a diagrammatic representation of the CCF record structure.

Each CCF record consists of four major parts:

- Record label
- Directory
- Datafields
- Record separator

2.4.1 Record label

Each CCF record begins with a fixed-length label of 24 characters, the contents of which are as follows:

Character Position(s)	Contents
0 to 4	Record length.
5	Record status. Indicates the status of the record using a code taken from the list of Record Status Codes shown in Section 4.1.
6	Reserved for future use. Enter '*' (blank).
7	Bibliographic level. A designation assigned to the target item which indicates its role in a hierarchical structure, using a code taken from the list of Bibliographic Level Codes shown in Section 4.2.
8	Reserved for future use. Enter * (blank).
9	Reserved for future use. Enter * (blank).
10	Indicator length. CCF records use 2 characters for each indicator.
11	Subfield identifier length. CCF records use 2 bytes for each subfield identifier, the first character of which must be character IS_1 of ISO 646. This character is always shown in this document as '@'.

Character Position(s)	Contents
12 to 16	Base address of data. The location within the record at which the first datafield begins, relative to the first character in the record.
17 to 19	For user systems. If not used, enter * (blank).
20	Length of 'Length of Datafield' in the directory. CCF records use 4 characters for each datafield length, permitting fields as long as 9,999 characters.
21	Length of 'Starting Character Position' in the directory. CCF records use 5 characters for each starting character position address, permitting records as long as 99,999 characters.
22	Length of implementation-defined section of each entry in the directory. CCF records use 2 characters in this area: one for the Segment Identifier, the other for the Occurrence Identifier, both of which are explained in Section 2.4.2 below.
23	Reserved for future use. Enter * (blank).

2.4.2 Directory

The directory is a table containing a variable number of fourteen-character entries, terminated by a field separator character. Each directory entry corresponds to a specific field in the record, and is divided into four parts:

- Tag
- Length of datafield
- Starting character position
- Implementation defined section

Tag	A three-character code identifying the name of the datafield which corresponds to the directory entry. In Section 3.3, the datafields are described; each is preceded by its tag.
Length of Datafield	The number of characters occupied by the field, including indicators and field separator but excluding the record separator code if the data field is the last field in the record. The length of this element is shown in character position 20 of the record label. For the CCF, four characters are used.
Starting Character Position	A decimal number giving the position of the first character of the data field relative to the base address of data, i.e. the first character of the

first of the datafields. The length of this element is shown in character position 21 of the record label. For the CCF, five characters are used.

Implementation Defined Section — The length of this element is shown in character 22 of the record label. Two characters are used:

Character 1: Segment Identifier. A single character (chosen from 0-9 and/or A-Z) which designates the field as being a member of particular segment. For a discussion of record segmentation, see Section 2.5 'Links and levels'.

Character 2: Occurrence Identifier. A single character (chosen from 0-9) which differentiates multiple occurrences of fields within the same record segment that carry the same tag.

2.4.3 Datafields

In the CCF implementation of the ISO standard record format, a datafield is defined as consisting of:

- Indicators
- One or more subfields each of which is preceded by a subfield identifier
- A field separator

Indicators — CCF records use two bytes for this purpose, and these two are reserved for use as defined for each data field in Section 3.3. The indicator length is shown in character position 10 of the record label.

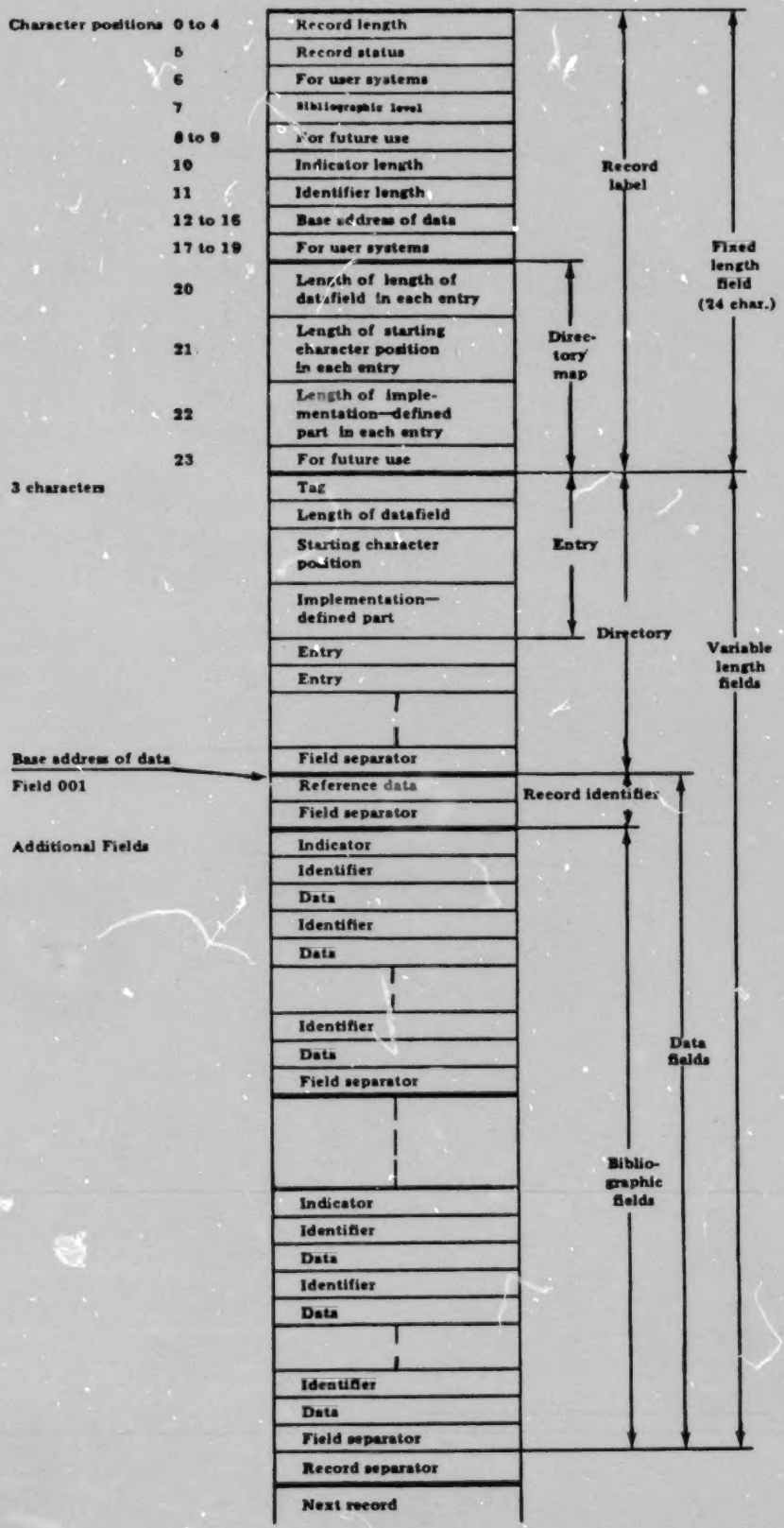
Subfields — A subfield consists of a subfield identifier followed by a data string, which is terminated by either another subfield identifier or a field separator. In CCF records, a subfield identifier consists of a subfield identifier flag (character IS_1 of ISO 646) followed by one other character. The subfield identifier length is shown in character position 11 of the record label.

Field Separator — The field separator is that character which constitutes the final character of every datafield except for the final datafield in the record. This separator will always be character IS_2 of ISO 646.

2.4.4 Record separator

The record separator is that character which marks the end of the final datafield in the record, and constitutes the final character of the record. This separator will always be character IS_3 of ISO 646.

DIAGRAMMATIC REPRESENTATION OF THE CCF RECORD STRUCTURE

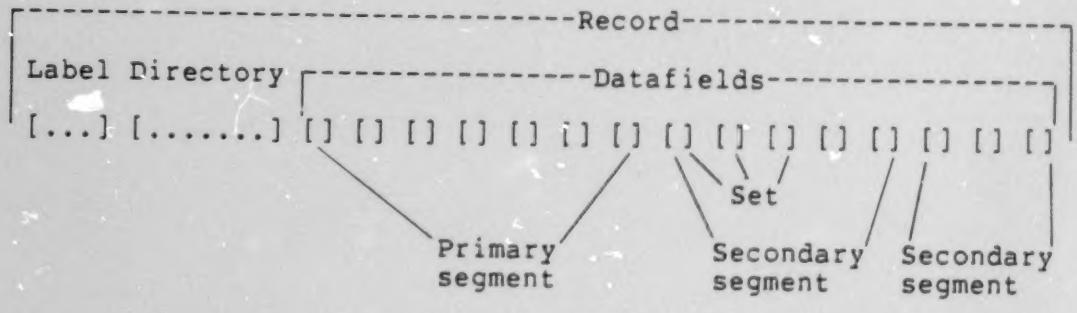


2.5

LINKS AND LEVELS

The CCF permits a single bibliographic record to contain descriptions of more than one item. These items may exist at various bibliographic levels, and the relationships among the items described or identified are conveyed through segment linkage. In addition, within the description of one item, related fields may be linked through field linkage.

The following diagram illustrates the concepts of the record, segments, and sets of fields that are used in segment linkage and field linkage. Fields comprising a single segment or a single set are shown here to be contiguous in the record, although this is not a requirement.



2.5.1 Segment Linkage

Segments within a record are used to describe or identify related bibliographic items. In all cases the primary segment contains the bibliographic description for the target item, while each secondary segment contains information concerning a bibliographic item that has a horizontal, vertical or chronological relationship to the target item.

The secondary segments may contain data describing the related item and/or the record number of another record in which the item is described.

2.5.1.1 Linkage mechanism

The mechanism for linking one record segment to another within the same record consists of:

- A single character position in the directory entry, the 'Segment Identifier', which designates each field

as being a member of a particular segment. The primary segment is always identified by the value '0' (zero), secondary segments by a value from 1-9, A-Z.

- The segment linkage field which links the record segments. The segment linkage field denotes the relationship between items in different segments. It consists of:

  (i) A subfield containing a segment relationship code denoting the specific nature of the relationship between the two segments.

  (ii) A subfield containing a segment identifier code identifying the segment to which the link is being made. This is the value used in the directory entry to identify the fields belonging to that segment.

  (iii) A subfield containing a bibliographic level code, normally carried as character 7 in the record label, which applies to the item described in the record segment.

2.5.1.2 Types of bibliographic relationships

Three general classes of relationships have been identified:

- Chronological relationship - the relationship in time between bibliographic items, e.g. variant editions, reprints.
- Horizontal relationship - the relationship between versions of a work in different languages, formats, media, etc.
- Vertical relationship - the hierarchical relationship of a bibliographic item to its parts, and the parts to a larger item.

2.5.1.3 The segment linkage fields

Five segment linkage fields have been defined for use with CCF. Two are for general use:

Field 080 General Vertical Relationship

Field 085 Horizontal or Chronological Relationship

These two fields should be used in segments to define relationships that are of the respective classes indicated by their titles. In addition, the following three special segment linkage fields are defined for use in specific relationships, so that the nature of the relationship will be apparent in the directory entry. Since they constitute a special subset of

relationships identified in Field 080, in all cases Field 080 may be used instead of the following:

Field 081 Vertical Relationship from Monograph

Field 082 Vertical Relationship from Multi-Volume Monograph

Field 083 Vertical Relationship from Serial

The segment linkage field is normally contained in only one of the two segments between which the relationship is to be established. In such cases, when the relationship is between the primary segment and a secondary segment, the linkage field is contained in the secondary segment. When the relationship is between two secondary segments, the linkage field is normally contained in the segment that, in either a direct or indirect line of chronological, horizontal, or vertical relationship to the primary segment, is the further removed of the two from the primary segment. Circumstances may require this pattern to vary or that reciprocal linkages be established in both of the related segments.

Segment linkage fields may occur more than once within the same segment to indicate multiple relationships between segments.

2.5.1.4 Other fields in secondary segments

Any defined fields may occur in a secondary segment except for Field 001. When the record identifier (control number) of the related item is included either with or in lieu of descriptive data for that item, Field 010 is used for that control number.

When a secondary segment identifies the related bibliographic item by a record identifier, the segment normally contains only two fields: the segment linkage field (Field 080, 081, 082, 083, or 085) and the record identifier field (Field 010) for the linked record. In addition, however, the segment may contain:

- Fields identifying the author, title, etc. of the related item.
- Fields qualifying the relationship between the two bibliographic items (e.g. details on the location of a component part within a host item - Field 490).

A Note on Bibliographic Relationship (Field 510) containing a free-text expression of the relationship between the two items may occur in the segment linked to.

2.5.2 Field linkage

Two or more fields in a segment may be linked together in a set, or cluster. The mechanism for linking two or more fields consists of:

- A single character in the directory entry, the 'Occurrence Identifier', which differentiates multiple occurrences of fields within the same record segment that carry the same tag value.

  The value '0' (zero) is reserved to identify the first occurrence of a field with a given tag value within the record segment. The field occurrence value may be 1 to 9 and/or A to Z for each subsequent occurrence of a field with the same tag value.

- A field linkage field (Field 086) which links the fields that belong to a given set. Variable in length, the field linkage field consists of:

  (i) A subfield containing a five-character code consisting of the tag, segment identifier, and field occurrence identifier assigned to the first field in the set;

  (ii) A subfield containing a field relationship code denoting the specific nature of the relationships between that field and the other field(s) in the set;

  (iii) A subfield containing one or more five-character codes (repeated as required to accommodate multiple fields in the set), each consisting of a tag, segment identifier, and field occurrence identifier, identifying the remaining fields that comprise the set.

2.5.3 Examples

Each of the following examples consists only of the data required to illustrate linkage, i.e. the tags, field occurrence indicator and segment indicator. Each record is taken from a real bibliographic item. However, since the fields shown here were not created by a real bibliographic agency, in each case the source of record field (Field 020) has been replaced by dashes.

EXAMPLE 1. A record for a journal article, which appears in the primary segment, with information about the journal in a secondary segment. Although both the title of the article and the title of the journal are given in two languages on the item, the text of the item is in English only. Bibliographic level code in record label: a.

DIRECTORY ENTRIES				RECORD CONTENT
Tag	Length & Start	Seg Iden	Field Occur	Data Fields
001	.....	0	0	6042284259
020	.....	0	0	00@------
021	.....	0	0	00@AC
022	.....	0	0	00@A19830713
040	.....	0	0	00@Aeng@Bfre
086	.....	0	0	00@A30000@BAA@C33000@C33001
086	.....	0	1	00@A30001@BAA@C33000@C33001
086	.....	0	2	00@A30002@BAA@C33000@C33001
200	.....	0	0	01@AiNet and Canadian Libraries: New Telecommunications Facilities for Library and Information Services@Bby C.J. Durance, E.J. Buchinski and D.A. Guenter
210	.....	0	0	01@AiNet et les bibliothèques canadiennes: nouvelle installations télématiques comme support des services de bibliothèque et d'information@Bpar C.J. Durance, E.J. Buchinski et D.A. Guenter
300	.....	0	0	11@ADurance@BCynthia
300	.....	0	1	21@ABuchinski@BEdwin J.
300	.....	0	2	21@AGuenter@BD. A.
330	.....	0	0	00@ANational Library of Canada@Leng
330	.....	0	1	00@ABibliothèque nationale du Canada@Lfre
010	.....	1	0	00@A2284259
083	.....	1	0	00@A02@B0@Cs
101	.....	1	0	00@A0380-9218
102	.....	1	0	00@ACJISDE
201	.....	1	0	00@AThe Canadian Journal of Information Science
210	.....	1	0	01@ARevue canadienne des sciences de l'information
490	.....	1	0	00@AVolume 7 Tome@B1-10@CJune 1982 Juin

EXAMPLE 2. A record for a conference proceedings and two contributions. The proceedings of all the meetings of the organization have been catalogued as a serial; they form the primary segment, Segment 0. The proceedings of the 1982 meeting

have been catalogued as a monograph, and appear in Segment 1. The contributions from the 1982 meeting appear in Segments 2 and 3. Bibliographic level code in record label: s.

DIRECTORY ENTRIES				RECORD CONTENT
Tag	Length & Start	Seg Iden	Field Occur	Data Fields
001	.....	0	0	82-8303
020	.....	0	0	00@------
021	.....	0	0	00@AB
022	.....	0	0	00@A19830527
101	.....	0	0	00@A0044-7870
102	.....	0	0	00@APAISDQ
200	.....	0	0	00@AInformation interaction
201	.....	0	0	00@AProceedings of the ASIS Annual Meeting
310	.....	0	0	11@AAmerican Society for Information Science@ZA127490
320	.....	0	0	10@AASIS Annual Meeting@GColumbus, Ohio@IOctober 17-21, 1982@J45th
080	.....	1	0	00@A01@B0@Cm
100	.....	1	0	00@A0-86729-038-2
200	.....	1	0	01@AInformation interaction. Columbus, Ohio. October 17-21, 1982.@BEdited by Anthony E. Petrarca, Celianna I. Taylor, Robert S. Kohn
400	.....	1	0	00@AWhite Plains, N.Y.@BPublished for the American Society for Information Science by Knowledge Industry Publications
440	.....	1	0	10@A19820000
080	.....	2	0	00@A01@B1@Ca
200	.....	2	0	01@AConsiderations in the design of subject displays for the online catalog@Bby Pauline A. Cochrane
300	.....	2	0	11@ACochrane@BPauline@D1929-@ZA303749
490	.....	2	0	00@BPage 359
080	.....	3	0	00@A01@B1@Ca
086	.....	3	0	00@A30030@BAA@C33031
086	.....	3	1	00@A30031@BAA@C33030
200	.....	3	0	01@ADevelopment of an intensive short course in library automation for practicing librarians@Bby James E. Rush and Charles H. Davis
300	.....	3	0	21@ARush@BJames E.@ZA689042
300	.....	3	1	21@ADavis@BCharles Hargis@D1938@ZA207816
330	.....	3	0	00@BGraduate School of Library and Information Science @AUniversity of Illinois@D410 David Kinley Hall, 1407 W. Gregory, Urbana, IL 61801@EUS
330	.....	3	1	00@D2223 Carriage Road, Powell, OH 43065@EUS
490	.....	3	0	00@BPage 250

2.6

CHARACTER SETS

The numbers, letters, and other symbols that are found in bibliographic records are represented in computers and on magnetic storage media as units of 7 or 8 bits (each bit having a 0 or 1 value) whose representation is governed by a variety of standards. The basic standard for the roman alphabet character set is ISO 646, which lists codes for most of the characters required for the roman alphabet-based languages, including a number of combinations of bits which are left free for different national agencies to assign according to their own requirements. Usually 7 bits are used to define each character, which gives a possibility of 128 unique combinations; alternatively, 8 bits are used permitting 256 combinations. In either case, a number of the combinations are reserved for special purposes and cannot be used for graphic characters. These reserved combinations are called 'control functions'. The first 32 character positions are reserved for control functions, along with the 33rd and 128th positions, leaving 94 combinations for the representation of graphic characters. See, for example, the 7-bit (128-combination) character set shown at the end of this section.

A 7-bit set is conventionally displayed in 8 columns of 16 rows. An 8-bit set is displayed with two such tables side by side, the tables being designated as left-hand page and right-hand page.

The first two columns of the right-hand page are identical to the first two columns of the left-hand page, since these are reserved for control functions, leaving 94 combinations on each page that can be allocated to graphic characters. Each standard character set is registered with ISO according to ISO 2375 and given a unique identification code by which the computer may identify it.

Use of code sets according to the procedures specified in ISO 2022 requires first the designation of the sets, then the invocation of a designated set as the working set. For both 7-bit and 8-bit codes, two sets of control functions and four graphic character sets may be in a designated status at any given time. The two designated control sets are called the C0 and C1 sets, while the designated graphic sets are called the G0, G1, G2, and G3 sets. In 7-bits, two C sets and one G set may have working status at a given time. The following sections specify the designation and invocation of code sets in the CCF.

2.6.1 Control Function Sets

The C0 control function set is fixed for the CCF. Thus it does not need to be designated or invoked in the record.

The C0 set is the set of 32 control functions defined in ISO 646. This set contains the basic transmission controls and the subfield terminator, field terminator, and record terminator. One additional control function set may be designated as C1 in Field 030, Subfield A. Because designation and invocation are carried out with a single procedure for control functions, the C1 set is then available for use throughout a CCF record.

In a 7-bit record, the characters from the C1 set are represented by the two characters 'ESC F' where ESC is the 1/11 control set function in the C0 set and F is a bit combination from columns 4 and 5. The F bit combinations associated with each of thefunctions are specified by ISO at the time the set is registered. Note especially that in a 7-bit environment the 'ESC F' substitutes for the code table bit combinations.

In an 8-bit record, the C1 set resides in columns 08 and 09, and the functions are represented by their code table bit combinations.

2.6.2 Additional Control Function Sets

In some records more than the two control sets may be required. While the additional control sets are identified in Subfield F of Field 030, they are not designated there. Thus, when used they require designation prior to invocation. Additional control sets are designated and invoked as C1 sets through an escape sequence in the form 'ESC 2/2 F' where F is a bit combination from columns 2-3 that is assigned by ISO when the set is registered.

When in a field an additional control set has been designated and invoked, the original default C1 control set specified in Subfield A of Field 030 should be redesignated and invoked at the end of that field prior to the field terminator via the 'ESC 2/2 F' escape sequence, where F is associated with the default set.

2.6.3 Graphic Character Sets

The G0 graphic set for the CCF is always ISO 646. All of the characters in the record label and the directory, and the coded data values, are from ISO 646, as are the field indicators and subfield codes. Thus a record always begins with ISO 646 as the working set, and this is verified by the designation of ISO 646 in Subfield B of Field 030. Up to three additional graphic sets may be designated as G1, G2, and G3 in Subfield C, D, and E of Field 030. If no more than four sets are used in a record, the contents of Field 030 are sufficient to designate the graphic sets. Note that since the record label and directory are coded using ISO 646, the G1, G2, and G3 designations in Field 030 can be accessed before any additional graphic sets are

encountered in the record.

2.6.4 Graphic Characters in a 7-bit Environment

In a 7-bit record, the four designated sets are invoked using the following locking shifts:

Acrony	Full Name	Bit Combination	Set Invoked
SI	Shift in	0/14	G0
SO	Shift out	0/15	G1
LS2	Locking shift two	ESC 6/14	G2
LS3	Locking shift three	ESC 6/15	G3

These shifts are locking, so the set invoked remains the working set until another set is specified by a shift function.

The G0 (ISO 646) set must be the working set at the end of each subfield and field, since the succeeding subfield codes or directory processing require ISO 646 as the working graphic set. This shift 'back in' to the G0 set should take place before the subfield code or field terminator.

In 7-bits, a non-locking invocation of single characters from the designated G2 or G3 set is also possible. The following non-locking shifts are defined:

Acronym	Full Name	Bit Combinations	Set invoked From
SS2	Single shift two	ESC 4/14	G2
SS3	Single shift three	ESC 4/15	G3

There is no need to reinvoke the working set after the single shifts as it is automatically reinstated after one character from the G2 or G3 set.

2.6.5 Graphic Characters in an 8-bit Environment

In an 8-bit code record the four designated sets are invoked using the following locking shifts:

Acronym	Full Name	Bit Combinations	Set Invoked Into Columns
LS10	Locking shift zero	00/15	G0/02-07
LS1	Locking shift one	00/14	G1/02-07
LS1R	Locking shift one right	ESC 7/14	G1/10-15
LS2	Locking shift two	ESC 6/14	G2/02-07
LS2R	Locking shift two right	ESC 7/13	G2/10-15
LS3	Locking shift three	ESC 6/15	G3/02-07
LS3R	Locking shift three right	ESC 7/12	G3/10-15

Since these shifts are locking, the set invoked remains the

working set until another set is invoked by a shift function.

The G0 set must be the working set in columns 02-07 at the end of each subfield and each field. The shift back to the G0 set when it has temporarily been displaced should occur before the subfield delimiter or field terminator. The G1 set designated in Subfield C of Field 030 is considered the default set for columns 10-15; thus it should always be restored at the end of a field that has shifted another set into those columns.

In 8-bits, a non-locking invocation of single characters from the designated G2 and G3 sets is possible. The following non-locking sets are defined:

Acronym	Full Name	Bit Combinations	Set Invoked Into Columns
SS2	Single Shift Two	08/14	G2
SS3	Single Shift Three	08/15	G3

There is no need to reinvoke the appropriate working set after the single shifts as it is automatically reinstated after one character from the G2 or G3 set. Single graphic characters are always invoked into columns 02-07.

2.6.6 Additional Graphic Sets

In some instances more than the four graphic sets designated in Field 030 may be required in a record. While those additional sets are identified in Subfield G of Field 030, they are not designated there; thus when used they require designation before invocation. Additional sets may be substituted for the sets designated in Field 030 through an escape sequence in the form 'ESC I F'. I, which may be one or more characters in length, indicates the G designation of the set according to the following values:

I		Designation
Single Byte per Character	Multiple Bytes per Character	
2/8 or 2/12	2/4 or 2/4 2/12	G0
2/9 or 2/13	2/4 2/9 or 2/4 2/13	G1
2/10 or 2/14	2/4 2/10 or 2/4 2/14	G2
2/11 or 2/15	2/4 2/11 or 2/4 2/15	G3

F, the final character, indicates the graphic set being designated. It is a bit combination that is assigned by ISO when the set is registered.

If a fifth, or further, graphic set is needed in a CCF field, it must first be designated through the escape sequence, then invoked with shift functions as specified in previous sections. When in a field an additional set has been designated and invoked, the original set specified in the field should be

redesignated via an escape sequence prior to the field terminator. When a field ends, the G0, G1, G2, and G3 designated sets must be those specified in Field 030.

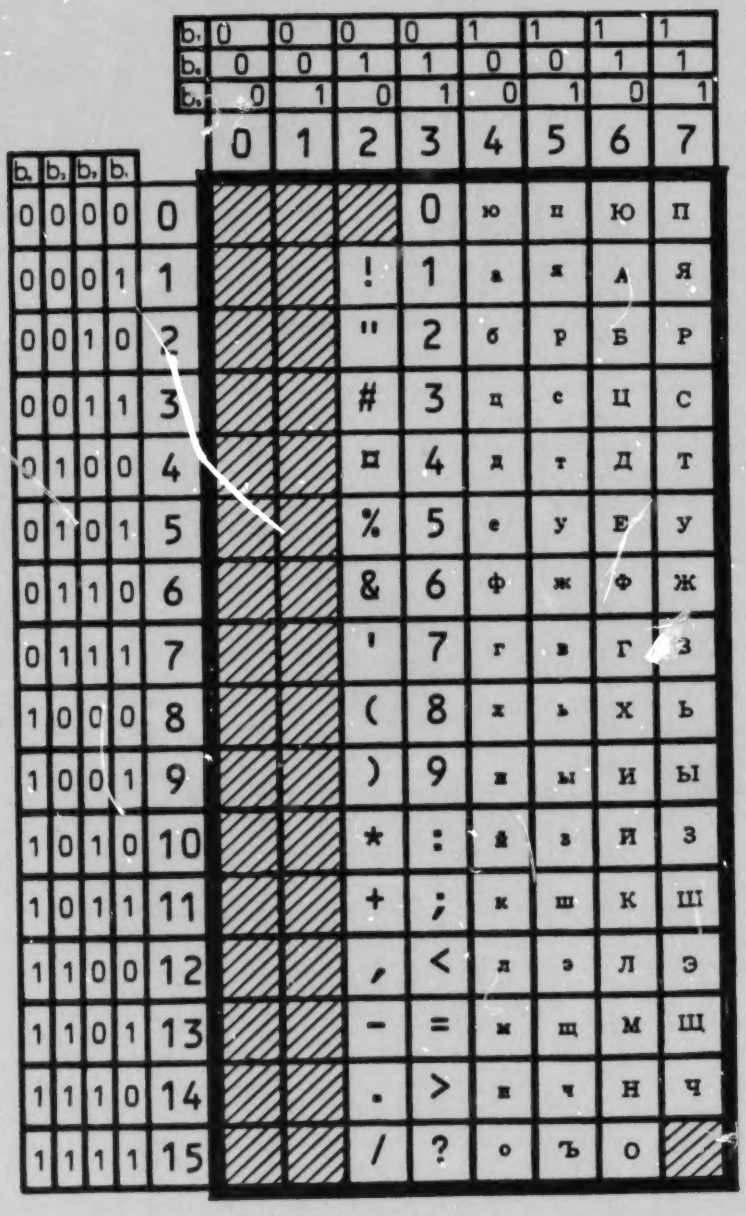
ISO 646
International Reference Version Graphic Character Set

(Registration Number 2)

b_7	b_6	b_5	b_4	row \ column	0	1	2	3	4	5	6	7
0	0	0	0	0	NUL	TC1 (DLE)	SP	0	@	P	`	p
0	0	0	1	1	TC2 (SOH)	DC1	!	1	A	Q	a	q
0	0	1	0	2	TC3 (STX)	DC2	"	2	B	R	b	r
0	0	1	1	3	TC4 (ETX)	DC3	#	3	C	S	c	s
0	1	0	0	4	TC5 (EOT)	DC4	¤	4	D	T	d	t
0	1	0	1	5	TC6 (ENQ)	TC8 (NAK)	%	5	E	U	e	u
0	1	1	0	6	TC7 (ACK)	TC9 (SYN)	&	6	F	V	f	v
0	1	1	1	7	BEL	TC10 (ETB)	'	7	G	W	g	w
1	0	0	0	8	FE0 (BS)	CAN	(	8	H	X	h	x
1	0	0	1	9	FE1 (HT)	EM	)	9	I	Y	i	y
1	0	1	0	10	FE2 (LF)	SUB	*	:	J	Z	j	z
1	0	1	1	11	FE3 (VT)	ESC	+	;	K	[	k	{
1	1	0	0	12	FE4 (FF)	IS4 (FS)	,	<	L	\	l	|
1	1	0	1	13	FE5 (CR)	IS3 (GS)	-	=	M	]	m	}
1	1	1	0	14	SO	IS2 (RS)	.	>	N	^	n	~
1	1	1	1	15	SI	IS1 (US)	/	?	O	_	o	DEL

Basic Cyrillic Graphic Character Set

(Registration Number 37)



b7	b6	b5	b4		0	1	2	3	4	5	6	7
					0	0	0	0	1	1	1	1
					0	0	1	1	0	0	1	1
					0	1	0	1	0	1	0	1
0	0	0	0	0				0	ю	п	Ю	П
0	0	0	1	1			!	1	а	я	А	Я
0	0	1	0	2			"	2	б	р	Б	Р
0	0	1	1	3			#	3	ц	с	Ц	С
0	1	0	0	4			¤	4	д	т	Д	Т
0	1	0	1	5			%	5	е	у	Е	У
0	1	1	0	6			&	6	ф	ж	Ф	Ж
0	1	1	1	7			'	7	г	в	Г	З
1	0	0	0	8			(	8	х	ь	Х	Ь
1	0	0	1	9			)	9	и	ы	И	Ы
1	0	1	0	10			*	:	й	з	И	З
1	0	1	1	11			+	;	к	ш	К	Ш
1	1	0	0	12			,	<	л	э	Л	Э
1	1	0	1	13			-	=	м	щ	М	Щ
1	1	1	0	14			.	>	н	ч	Н	Ч
1	1	1	1	15			/	?	о	ъ	О	

2.7

FORMAT MODIFICATION

The CCF constitutes a valid implementation of ISO 2709, the standard that governs the structure of formats for international bibliographic data exchange. Thus, in order to facilitate data exchange, the CCF implements in specific ways certain options permitted by ISO 2709. It has been decided, for example, that CCF records will use 2-digit field indicators, and that a single digit will denote the segment indicator; ISO 2709 permits field indicators to be as long as 9 digits, or not to be used at all, while segment indicators are permitted by but not explicitly mentioned in the standard.

Although it is expected that the CCF as it presently stands will be suitable for the records of virtually all kinds of bibliographic agencies, two or more organizations exchanging CCF records might agree to modify some of the CCF's implementations of options permitted by ISO 2709. It should be noted that any of these modifications undertaken unilaterally may make it impossible to exchange bibliographic records with other CCF users. Bibliographic agencies wishing to make proposals regarding the CCF are encouraged to write to the General Information Programme, Unesco.

3 DATA ELEMENTS

3.1 List of data elements

3.2 Treatment of data elements

3.3 Data elements and examples of their use

LIST OF DATA ELEMENTS

Tag	Name
001	RECORD IDENTIFIER
010	RECORD IDENTIFIER FOR SECONDARY SEGMENTS
010A	Control number
011	ALTERNATIVE RECORD CONTROL NUMBER
011A	Alternative control number
011B	Identification of agency in coded form
020	SOURCE OF RECORD
020A	Identification of agency in coded form
020B	Name of agency
020L	Language of name of agency
021	COMPLETENESS OF RECORD
021A	Level of completeness code
022	DATE ENTERED ON FILE
022A	Date
030	CHARACTER SETS USED IN RECORD
030A	Alternative Control Set (C1)
030B	Default Graphic Set (G0)
030C	Second Graphic Set (G1)
030D	Third Graphic Set (G2)
030E	Fourth Graphic Set (G3)
030F	Additional Control Set
030G	Additional Graphic Set
031	LANGUAGE OF RECORD
031A	Language of the record
040	LANGUAGE AND SCRIPT OF ITEM
040A	Language of item
040B	Script of item
050	PHYSICAL MEDIUM
050A	Physical medium code
060	TYPE OF MATERIAL
060A	Type of material code
080	SEGMENT LINKAGE FIELD: GENERAL VERTICAL RELATIONSHIP
080A	Segment relationship code
080B	Segment indicator code
080C	Bibliographic level code

Tag	Name
081	SEGMENT LINKAGE FIELD: VERTICAL RELATIONSHIP FROM MONOGRAPH
081A	Segment relationship code
080B	Segment indicator code
081C	Bibliographic level code
082	SEGMENT LINKAGE FIELD: VERTICAL RELATIONSHIP FROM MULTI-VOLUME MONOGRAPH
082A	Segment relationship code
082B	Segment indicator code
082C	Bibliographic level code
083	SEGMENT LINKAGE FIELD: VERTICAL RELATIONSHIP FROM SERIAL
083A	Segment relationship cod
083B	Segment indicator code
083C	Bibliographic level code
085	SEGMENT LINKAGE FIELD: HORIZONTAL OR CHRONOLOGICAL RELATIONSHIP
085A	Segment relationship code
085B	Segment indicator code
085C	Bibliographic level code
086	FIELD TO FIELD LINKAGE
086A	Identification of field linked from
086B	Field relationship code
086C	Identification of field linked to
100	INTERNATIONAL STANDARD BOOK NUMBER (ISBN)
100A	ISBN
100B	Invalid ISBN
100C	Qualification
101	INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)
101A	ISSN
101B	Invalid ISSN
101C	Cancelled ISSN
102	CODEN
102A	Coden
110	NATIONAL BIBLIOGRAPHY NUMBER
110A	National bibliography number
101B	National bibliographic agency code
111	LEGAL DEPOSIT NUMBER
111A	Legal deposit number
111B	Legal deposit agency
120	DOCUMENT IDENTIFICATION NUMBER
120A	Document identification number
120B	Type of number

Tag	Name
200	TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY
200A	Title
200B	Statement of responsibility associated with title
200L	Language of title
200S	Script of title
201	KEY TITLE
201A	Key title
201B	Abbreviated key title
201L	Language of key title
201S	Script of key title
210	PARALLEL TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY
210A	Parallel title
210B	Statement of responsibility associated with parallel title
210L	Language of parallel title
210S	Script of parallel title
220	SPINE TITLE
220A	Spine title
220L	Language of spine title
221	COVER TITLE
221A	Cover title
221L	Language of cover title
222	ADDED TITLE PAGE TITLE
222A	Added title page title
222L	Language of added title page title
223	RUNNING TITLE
223A	Running title
223L	Language of running title
230	OTHER VARIANT TITLE
230A	Other variant title
230L	Language of title
240	UNIFORM TITLE
240A	Uniform title
240B	Number of part(s)
240C	Name of part(s)
240D	Form subheading
240E	Language of item (as part of uniform title)
240F	Version
240G	Date of version
240L	Language of uniform title
240Z	Authority number

Tag	Name
260	EDITION STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY
260A	Edition statement
260B	Statement of responsibility associated with edition
260L	Language of edition statement
300	NAME OF PERSON
300A	Entry element
300B	Other name elements
300C	Additional elements to name
300D	Date(s)
300E	Role (coded)
300F	Role (non-coded)
300Z	Authority number
310	NAME OF CORPORATE BODY
310A	Entry element
310B	Other parts of name
310C	Qualifier
310D	Address of corporate body
310E	Country of corporate body
310F	Role (coded)
310G	Role (non-coded)
310L	Language of entry element
310S	Script of entry element
310Z	Authority number
320	NAME OF MEETING
320A	Entry element
320B	Other parts of name
320C	Qualifier
320E	Country
320G	Location of meeting
320H	Date of meeting (in ISO format)
320I	Date of meeting (in free format)
320J	Number of meeting
320L	Language of entry element
320S	Script of entry element
320Z	Authority number
330	AFFILIATION
330A	Entry element
330B	Other parts of the name
330C	Qualifier
330D	Address
330E	Country of affiliation
330L	Language of entry element
400	PLACE OF PUBLICATION AND PUBLISHER
400A	Place of publication
400B	Name of publisher
400C	Full address of publisher
400D	Country of publisher

Tag	Name
410	PLACE OF MANUFACTURE AND NAME OF MANUFACTURER
410A	Place of manufacture
410B	Name of manufacturer
410C	Full address of manufacturer
410D	Country of manufacturer
420	PLACE AND NAME OF DISTRIBUTOR
420A	Place of distributor
420B	Name of distributor
420C	Full address of distributor
420D	Country of distributor
440	DATE OF PUBLICATION
440A	Date in formalized form
440B	Date in non-formalized form
441	DATE OF LEGAL DEPOSIT
441A	Date of legal deposit
450	SERIAL NUMBERING
450A	Serial numbering and date
460	PHYSICAL DESCRIPTION
460A	Number of pieces and designation
460B	Other descriptive details
460C	Dimensions
460D	Accompanying material
480	SERIES STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY
480A	Series statement
480B	Statement of responsibility associated with series statement
480C	Part statement
480D	ISSN
480L	Language of title
480S	Script of title
490	PART STATEMENT
490A	Volume/part numeration and designation
490B	Pagination defining a part
490C	Other identifying data defining a part
500	NOTE
500A	Note
510	NOTE ON BIBLIOGRAPHICAL RELATIONSHIP
510A	Note
520	SERIAL FREQUENCY NOTE
520A	Frequency
520B	Dates of frequency

Tag	Name
530	CONTENTS NOTE
530A	Note
600	ABSTRACT
600A	Abstract
600L	Language of abstract
610	CLASSIFICATION SCHEME NOTATION
610A	Notation
610B	Identification of classification scheme
620	SUBJECT DESCRIPTOR
620A	Subject descriptor
620B	Identification of subject system

TREATMENT OF DATA ELEMENTS

The data elements presented in this document represent only those required for printed materials. They are a subset of the total number which have been identified in international formats, but are the set which must be present in an international format which is to handle records prepared by any agency. For exchange of records describing specialized kinds of materials (e.g. films, computer software, patents) other data elements will be needed in addition to these. They can be agreed on individually by parties to an exchange agreement until such time as they may be incorporated into the CCF.

The data elements shown in Section 3.3 are presented in numerical order by three-digit tag, in a consistent style using the following headings:

FIELD - the three-digit tag which identifies the field, shown in a box.

NAME - the name of the field.

DEFINITION - a definition of the field.

REPRESENTATION - the form in which the field will be represented in the record. This is an area where standardization is lacking; database producers have adopted conventions based in many instances on long standing practices which would be difficult to standardize. In the case of certain elements, standards do exist but have not been formally accepted throughout the entire information community. Nevertheless the same practices can be found in databases which are aimed at different audiences. For example, most agencies preparing records take the title from the item itself; when for one reason or another they do not, they indicate this, typically by the use of square brackets.

The International Standard Bibliographic Description (ISBD), which is a de facto standard, prescribes (1) content, (2) form, and (3) punctuation for the descriptive elements of records. Content consists of a set of data elements which should be present in the record when available on the item; form usually means the data as it is found on the item; punctuation is prescribed so as to facilitate the identification of each separate data element in the record. The content of ISBD has been taken into account by including in the CCF the ISBD data elements necessary for books and serials. The form has been taken into account by employing an indicator to show that the form of a data element is as on the item, as prescribed by ISBD.

Generally, no prescription is made in the CCF for punctuation.

Since punctuation in any bibliographic record, whether using ISBD or not, is mainly used to indicate boundaries between data elements, it is recommended that it should be omitted in the CCF at the end of a field or subfield, since the end of the field or subfield indicates the boundary. Thus, appropriate punctuation can be added by computer program when the record is displayed.

In certain fields, detailed instructions as to form of data are given. These are fields where standards exist (e.g. international standard numbers) or where processing requirements demand a specific form, such as the linking fields (Fields 080 to 086). In those fields which will contain data formulated according to the rules and practices used by the agency creating the record, a standard instruction is used to indicate this.

USE - whether the field is mandatory or optional, whether it can be repeated in the record, whether it may occur only in certain parts of the record, etc. The terms 'not repeatable' and 'mandatory' apply to the segment rather than the entire record, unless stated otherwise. Elements designated 'not repeatable' can nevertheless occur once in each relevant segment.

INDICATORS - how the indicators associated with the field are to be used. Indicators appear in the record as the first two bytes of each data field. When no specific value is assigned to an indicator, '0' (zero) is entered.

SUBFIELDS - the subfield(s) that form elements within the field. The subfields, lettered from A to Z, are presented in sections in the same way as each field: Name, Definition, Representation and Use. Each subfield identifier consists of the bit pattern equivalent to decimal 31 (hexadecimal 1F), in accordance with the stipulations of ISO 2709. In the CCF, this is represented by the '@' sign. Throughout the fields, Subfield L has been reserved for language codes and Subfield S for script codes. Even when these are not listed they may be used in any particular field. Subfields can be entered in any order. However, in certain fields which prescribe that the data should be arranged in the form and sequence as on the item, the subfields should be arranged to reflect that sequence.

EXAMPLES - examples of the data in most subfields. Although in many cases real bibliographic items have been used as examples, all coding shown has been created for use in these examples. Because the CCF is intended primarily as a format into which records will be reformatted from other formats, most examples refer to the data as it is found on the item and where it has already been

presented in a manner prescribed by the source format. In addition, some examples illustrate data as it is found on the item and as it may be transcribed directly into the CCF, without reference to any other source format.

NOTE ON LINKS - any comments which are required to explain the ways in which this field is involved in linking relationships between fields or segments. This heading appears in only a few field descriptions.

3.3

DATA ELEMENTS AND EXAMPLES OF THEIR USE

FIELD 001

0 NAME	RECORD IDENTIFIER
1 DEFINITION	Characters uniquely associated with the record and assigned by the agency preparing the bibliographic record.
2 REPRESENTATION	As assigned.
3 USE	Mandatory. Not repeatable. May occur only within the primary segment.
4 INDICATORS	As specified by ISO 2709, the record identifier field does not contain indicators.
5 SUBFIELDS	As specified by ISO 2709, the record identifier field does not contain subfields.

EXAMPLES

Example 1	80-12345
Example 2	1234-83
Example 3	C83-1248
Example 4	6042284259
Example 5	963-592-149-7

FIELD 010

0 NAME	RECORD IDENTIFIER FOR SECONDARY SEGMENTS
1 DEFINITION	The record identifier (see Field 001 for definition) of the record identified in the secondary segment.
2 REPRESENTATION	As assigned.
3 USE	Optional. Repeatable within the record. The field will occur only once in a secondary segment linking to another record. It cannot occur in a primary segment.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Control number.
5.A.1 DEFN	The control number of the record representing the item specified in a secondary segment.
5.A.2 REPR	As assigned.
5 A.3 USE	Mandatory. Not repeatable.

EXAMPLES

When a record is identified in a secondary segment by means of its identifier (control number), the control number is entered in the secondary segment in Field 010. This breaks the convention that data in secondary segments is entered in the same field as it would be in a primary segment. That convention would require the control number to appear in Field 001; however, ISO 2709 permits an 001 field to appear only once in each record.

Example 1

A secondary segment refers to an item identified by the number 78/12345. Contents of Field 010 in the secondary segment:

00@A78/12345

FIELD 011

0 NAME	ALTERNATIVE RECORD CONTROL NUMBER
1 DEFINITION	Characters uniquely associated with the record but not used as the control number by the agency preparing the record.
2 REPRESENTATION	As assigned.
3 USE	Optional. Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Alternative control number.
5.A.1 DEFN	The control number for the record as used by the agency in Subfield B.
5.A.2 REPR	As assigned.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Identification of agency in coded form.
5.B.1 DEFN	The identification of the organization that assigned the control number in Subfield A.
5.B.2 REPR	A code taken from the list of National Bibliography and Legal Deposit Agency Codes shown in Section 4.11.
5.B.3 USE	Mandatory. Not repeatable.

EXAMPLES

When an agency takes records from the database of another agency, it may wish to assign each record its own record identifier. If it wishes to retain the original record identifier, that may be entered in Field 011.

Example 1

An agency has taken a record from the BLAISE database; since there is no official code for British bibliographic agencies, it enters the name of the source in Field 011. Contents of Field 011:

00@ABLN7013009@BGBBLAISE

FIELD 020

0 NAME	SOURCE OF RECORD
1 DEFINITION	Identification of the agency preparing the record.
2 REPRESENTATION	Preferably in coded form.
3 USE	Mandatory. Not repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Identification of agency in coded form.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	A code taken from the list of Organization Codes shown in Section 4.9.
5.A.3 USE	Preferred form. Not repeatable.
5.B.0 NAME	Name of agency.
5.B.1 DEFN	See 1 above.
5.B.2 REPR	In a form full enough to enable the agency to be identified uniquely.
5.B.3 USE	To be used only in the absence of a set of coded forms. Not repeatable.
5.L.0 NAME	Language of name of agency.
5.L.1 DEFN	The language of the name of the agency in Subfield B.
5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Optional. Not repeatable.
EXAMPLES	The organization codes have not yet been established.
Example 1	Subfield A cannot be used. The name of the organization is stated in Subfield B. Contents of Field 020: 00@BUniversity of British Columbia@Ceng
Example 2	The agency originating the record is the International Federation for Documentation, commonly known as FID. It is unnecessary to enter the language of the abbreviation. Contents of Field 020: 00@BFID

FIELD 021

0 NAME — COMPLETENESS OF RECORD

1 DEFINITION — An indication of whether the record includes mandatory, optional or local data elements; whether it is a CIP record, or it has been prepared using the published item.

2 REPRESENTATION — In coded form, as specified below.

3 USE — Mandatory. Not repeatable.

4 INDICATORS

1: 1 = Only standard (i.e. mandatory or optional) data elements present in the record.
2 = Local data elements present in the record.
0 = Not specified.

2: 1 = Bibliographic data based on the published item.
2 = Record is a CIP record.
0 = Not specified.

5 SUBFIELDS

5.A.0 NAME — Level of completeness code.

5.A.1 DEFN — A code defining the completeness of the record.

5.A.2 REPR — A code taken from the list of Completeness of Record Codes shown in Section 4.14. The following codes are used:
A = All mandatory and optional elements provided.
B = All mandatory elements provided.
C = Less than all mandatory elements provided.

5.A.3 USE — Mandatory. Not repeatable.

EXAMPLES

Example 1 — The record contains private data elements and does not contain all of the mandatory data elements. Contents of Field 021:

21@AC

Example 2 — The record is a CIP (Cataloguing in Publication) record which contains only the mandatory elements. Contents of Field 021:

12@AB

FIELD 022

0 NAME	DATE ENTERED ON FILE
1 DEFINITION	The date when the record was prepared by the agency and/or entered on its file.
2 REPRESENTATION	In accordance with ISO 2014.
3 USE	Mandatory. Not repeatable.
4 INDICATORS	00
5 SUBFIELD	
5.A.0 NAME	Date.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.

EXAMPLES

There is no consistent policy among record-providing organizations as to whether this date refers to the original creation date of the record, or to being entered in the file of the exchanging organization. Users of records will therefore have to ascertain for themselves the precise meaning of this date, depending on the origin of the record.

Example 1

The record was made available on 17 September 1983. Contents of Field 022:

00@A19830917

FIELD 030

0 NAME	CHARACTER SETS USED IN RECORD
1 DEFINITION	Designation of the C1, G0, G1, G2, and G3 control and graphic sets used in the record. Also used to identify additional sets that may be designated in a field in the record.
2 REPRODUCTION	Sets are identified by their ISO registration number. The most commonly used sets are shown in Section 4.3. Lists of character sets are shown with their registration numbers in the ISO International Register of Coded Character Sets To Be Used With Escape Sequences which is compiled in accordance with the provisions of ISO 2375. The Register is administered by the European Computer Manufacturers Association (114 rue du Rhone, CH-1204 Genève, Switzerland).
3 USE	Mandatory. Not repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Alternative Control Set (C1)
5.A.1 DEFN	The designation and invocation of the default additional C1 control function set used in the record.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory when an alternative control set is used. Not repeatable.
5.B.0 NAME	Default Graphic Set (G0).
5.B.1 DEFN	The designation of the default G0 set used in the record.
5.B.2 REPR	See 2 above.
5.B.3 USE	Mandatory when an alternative control set is used. Not repeatable.
5.C.0 NAME	Second Graphic Set (G1).
5.C.1 DEFN	The designation of the default G1 set used in the record.
5.C.2 REPR	See 2 above.
5.C.3 USE	Mandatory when a G1 set is used. Not repeatable.
5.D.0 NAME	Third Graphic Set (G2).
5.D.1 DEFN	The designation of the default G2 set used in the record.
5.D.2 REPR	See 2 above.

5.D.3 USE — Mandatory when a G2 set is used. Not repeatable.

5.E.0 NAME — Fourth Graphic Set (G3).
5.E.1 DEFN — The designation of the default G3 set used in the record.
5.E.2 REPR — See 2 above.
5.E.3 USE — Mandatory when a G3 set is used. Not repeatable.

5.F.0 NAME — Additional Control Set.
5.F.1 DEFN — The identification of C1 control function sets, additional to that designated in Subfield A, that are used in the record.
5.F.2 REPR — See 2 above.
5.F.3 USE — Mandatory when additional control sets are used. Repeatable.

5.G.0 NAME — Additional Graphic Set.
5.G.1 DEFN — The identification of graphic character sets, additional to those designated in Subfield B, C, D, and E, that are used in the record.
5.G.2 REPR — See 2 above.
5.G.3 USE — Mandatory when additional graphic sets are used. Repeatable.

EXAMPLES

Example 1 — The record is for a Russian language item and is described by an agency that works in Russian. A C1 set of bibliographic control characters is also used in the record. Since the 8-bit environment is used, the left-hand page graphic set is ISO 646 and the right-hand page graphic set is Registration Number 37 throughout the record. Contents of Field 030:

00@A67@B2@C37

Example 2 — The record is for a multi-lingual thesaurus and the title page of the item carries information in six languages that require, in addition to extended Roman characters, Greek, Cyrillic, and extended Cyrillic characters. Contents of Field 030:

00@B2@C53@D37@E54@G55

FIELD 031

0 NAME	LANGUAGE OF RECORD
1 DEFINITION	Identification of the language used in those elements of the record which are not transcribed from the item, but which have been added by the agency preparing the record, e.g. the language of the notes.
2 REPRESENTATION	In coded form, as specified below.
3 USE	Mandatory when the language of the record differs from the language of the item (Field 040). Not repeatable.
4 INDICATORS	00
5 SUBFIELD	
5.A.0 NAME	Language of the record.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.A.3 USE	Mandatory. Repeatable when the record contains more than one language. Alternately, the code 'mul' may be used when an agency produces a record with notes in more than one language. In this case, each of the notes fields should contain a Subfield L showing the code for the language.

EXAMPLES

Example 1

The language of the record is German. Contents of Field 031:

00@Ager

Example 2

The record is given in both English and French. Contents of Field 031:

00@Aeng@Afre

FIELD 040

0 NAME	LANGUAGE AND SCRIPT OF ITEM
1 DEFINITION	Identification of the language and script of the item.
2 REPRESENTATION	In coded form, as specified below.
3 USE	Mandatory when the item includes language material. Not repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Language of the item.
5.A.1 DEFN	Identification of the language of the item.
5.A.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.A.3 USE	Mandatory. Repeatable when there is more than one language.
5.B.0 NAME	Script of the item.
5.B.1 NAME	Identification of the script of the item.
5.B.2 REPR	A code taken from the list of Script Codes shown in Section 4.6.
5.B.3 USE	Mandatory when the script is not the script usually associated with the language shown in Subfield A, e.g. Russian in roman script, Spanish in Cyrillic script. Otherwise, optional. Repeatable; when a code for the script of the item is included, it refers only to the immediately preceding language code.

EXAMPLES

Example 1	The document is in English. No script is given, since roman is the expected script for English. Contents of Field 040: 00@Aeng
Example 2	The document is in Sanscrit converted to roman script. The script is indicated. Contents of Field 040: 00@Asan@Ba
Example 3	The document is in French and modern Greek. Optional script codes are given. Contents of Field 040: 00@Afre@Ba@Agre@Bg

FIELD 050

0 NAME	PHYSICAL MEDIUM
1 DEFINITION	Identification of the physical medium in which the item is produced, e.g. microform, Braille, machine-readable, print, photographic.
2 REPRESENTATION	In coded form, as specified below.
3 USE	Optional. Not repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Physical medium code.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	A code taken from the list of Physical Medium Codes shown in Section 4.5.
5.A.3 USE	Repeatable for each medium included in the item.

EXAMPLES

Example 1

The record describes a book. The physical medium is print on paper, which is coded 010. Contents of Field 050:

00@A010

Example 2

The record describes a book (coded 010) which contains a microfiche in a pocket. The code for microform is 020. Contents of Field 050:

00@A010@A020

FIELD 060

0 NAME	TYPE OF MATERIAL
1 DEFINITION	Identification of the intellectual form or presentation of the item.
2 REPRESENTATION	In coded form, as specified below.
3 USE	Mandatory. Not repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Type of material code.
5.A.1 DEFN	Identification of the intellectual form of presentation of the item.
5.A.2 REPR	A code taken from the list of Type of Material Codes shown in Section 4.15.
5.A.3 USE	Mandatory. Repeatable.

EXAMPLES

Example 1

The proceedings of the conference of a learned society are published as a serial in microform. In general terms the type of material is textual (code 100) and specifically it is a meeting document (code 115). Contents of Field 060:

00@A100@A115

Example 2

The item is a thesis, which is coded 110. Contents of Field 060:

00@A110

FIELD 080

0 NAME	SEGMENT LINKAGE FIELD: GENERAL VERTICAL RELATIONSHIP
1 DEFINITION	Information to link a segment of a record in which this field occurs with another segment in the same record.
2 REPRESENTATION	See subfields.
3 USE	Mandatory when the record contains more than one segment, unless one of Fields 081, 082 and 083 is used. Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Segment relationship code.
5.A.1 DEFN	A code defining the specific nature of the relationship between the two segments.
5.A.2 REPR	A code taken from the list of Vertical Relationship Codes shown in Section 4.12.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Segment indicator code.
5.B.1 DEFN	A code identifying the segment to which the link is being made.
5.B.2 REPR	One digit: the value used in the directory entry to identify the fields belonging to that segment, i.e. 0 to 9, A to Z.
5.B.3 USE	Mandatory. Not repeatable.
5.C.0 NAME	Bibliographic level code.
5.C.1 DEFN	The bibliographic level code value relating to the item specified by the segment in which this field resides.
5.C.2 REPR	A code taken from the list of Bibliographic Level Codes shown in Section 4.2.
5.C.3 USE	Mandatory. Not repeatable.

EXAMPLES

Example 1

The record (hence the primary segment) is for a monograph. A segment linkage field provides a link from a secondary segment representing the monograph's series to the monograph described in the primary segment. Thus the segment identifier code in Subfield B is '0'. The segment linkage field is part of the

secondary segment. The segment relationship code in Subfield A is '02', since the series is higher in the vertical hierarchy than the monograph. The bibliographic level code for the item from which the link is being made is optional and not included in this example. Contents of Field 080:

00@A02@B0

Example 2

A segment linkage in Field 080 provides a link from a secondary segment identifying a serial to the primary segment that describes an article which the serial contains. The segment relationship code is '02' since the segment in which the code occurs is higher in the hierarchy. The segment to which the link is made is Segment 0. The bibliographic level code for the item from which the link is being made is included in this example. Field 080 in the segment recording the serial will contain the following:

00@A02@B0@Cs

FIELD 081

0 NAME	SEGMENT LINKAGE FIELD: VERTICAL RELATIONSHIP FROM MONOGRAPH
1 DEFINITION	Information to link a segment in which this field occurs, when this segment is at the monographic level, to another segment in the same record which is at the component part level.
2 REPRESENTATION	See subfields.
3 USE	Mandatory, alternative to Field 080 'Segment Linkage Field: General Vertical Relationship'. Not repeatable. Used only when (1) the item in the segment being linked from is at the monograph level and is the only segment of that level in the record, and (2) the item in the segment being linked to is at the analytic level and is the only segment of that level in the record.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Segment relationship code.
5.A.1 DEFN	A code defining the specific nature of the relationship between the two segments.
5.A.2 REPR	'02' (A code taken from the list of Vertical Relationship Codes shown in Section 4.12.)
5.A.3 USE	Optional. Not repeatable.
5.B.0 NAME	Segment indicator code.
5.B.1 DEFN	A code identifying the segment to which the link is being made.
5.B.2 REPR	One digit: the value used in the directory entry to identify the fields belonging to that segment, i.e., 0 to 9, A to Z.
5.B.3 USE	Mandatory. Not repeatable.
5.C.0 NAME	Bibliographic level code.
5.C.1 DEFN	The bibliographic level code value relating to the item specified by the segment in which this field resides.
5.C.2 REPR	'm' (A code taken from the list of Bibliographic Level Codes in Section 4.2.)
5.C.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

A segment linkage field provides a link from a secondary segment that identifies a monograph to a the primary segment, in which there is a component part of the monograph. The segment to which the link is made will be Segment 0. The bibliographic level code of the monographic item is 'm'. Contents of Field 081:

00@A02@B0@Cm

Example 2

The relationship in the first example (above) could have been specified in the secondary segment using Field 080, in which case the contents of Field 080 would have been the same:

00@A02@B0@Cs

FIELD 082

0 NAME	SEGMENT LINKAGE FIELD: VERTICAL RELATIONSHIP FROM MULTI-VOLUME MONOGRAPH
1 DEFINITION	Information to link the segment in the record in which this field occurs, when this is at the multi-volume monographic level, to another segment in the record which is at the single-volume monographic level.
2 REPRESENTATION	See subfields.
3 USE	Mandatory alternative to Field 080 'Segment Linkage Field: General Vertical Relationship'. Not repeatable. Used only when (1) the item in the segment being linked <u>from</u> is at the multi-volume monograph bibliographic level and is the only segment of that level in the record, and (2) the item in the segment being linked <u>to</u> is either a single-volume monograph or an article, and is the only segment of that level in the record.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	<u>Segment relationship code</u>.
5.A.1 DEFN	A code defining the specific nature of the relationship between the two segments.
5.A.2 REPR	'02' (A code taken from the list of Vertical Relationship Codes shown in Section 4.12.)
5.A.3 USE	Optional. Not repeatable.
5.B.0 NAME	<u>Segment indicator code</u>.
5.B.1 DEFN	A code identifying the segment to which the link is being made.
5.B.2 REPR	One digit: the value used in the directory entry to identify the fields belonging to that segment, i.e. 0 to 9, A to Z.
5.B.3 USE	Mandatory. Not repeatable.
5.C.0 NAME	<u>Bibliographic level code</u>.
5.C.1 DEFN	The bibliographic level code value relating to the item specified by the segment in which this field resides.
5.C.2 REPR	'c' (A code taken from the list of Bibliographic Level Codes shown in Section 4.2.)
5.C.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

A segment linkage field links from a secondary segment that identifies a multi-volume monograph to the primary segment representing a single volume monograph. The segment relationship code is '02' since the segment in which the code occurs is higher in the hierarchy. The segment to which the link is made will be Segment 0. The bibliographic level code of the item identified in the secondary segment is 'c'. Contents of Field 082:

00@A02@B0@Cc

Example 2

The relationship in the first example (above) could have been specified in the secondary segment using Field 080, in which case the contents of Field 080 would have been the same:

00@A02@B0@Cs

FIELD 083

0 NAME	SEGMENT LINKAGE FIELD: VERTICAL RELATIONSHIP FROM SERIAL
1 DEFINITION	Information to link a segment in which this field occurs, when this segment is at the serial level, to another segment in the record which is at a lower level in the hierarchy.
2 REPRESENTATION	See subfields.
3 USE	Mandatory alternative to Field 080. Not repeatable. Used only when (1) the item in the segment being linked from is at the serial level and is the only segment of that level in the record, and (2) the item in the segment being linked to is either at the analytic level, single-volume monographic level or multi-volume monographic level, and it is the only segment of any of those three levels in the record.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Segment relationship code.
5.A.1 DEFN	A code defining the specific nature of the relationship between the two segments.
5.A.2 REPR	'02' (A code taken from the list of Vertical Relationship Codes shown in Section 4.12.)
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Segment indicator code.
5.B.1 DEFN	A code identifying the segment to which the link is being made.
5.B.2 REPR	One digit: the value used in the directory entry to identify the fields belonging to that segment, i.e. 0 to 9, A to Z.
5.B.3 USE	Mandatory. Not repeatable.
5.C.0 NAME	Bibliographic level code.
5.C.1 DEFN	The bibliographic level code value relating to the item specified by the segment in which this field resides. this
5.C.2 REPR	's' (A code taken from the list of Bibliographic Level Codes shown in Section 4.2.)
5.C.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

A segment linkage field links from a secondary segment for a serial to a segment representing an article in the serial. The segment relationship code is '02' since the segment in which the code occurs is higher in the hierarchy. The segment of the article to which the link is made will be Segment 0. The bibliographic level code of the record representing the article is 's'. Contents of Field 083:

00@A02@B0@Cs

Example 2

The relationship in the first example (above) could have been specified in the secondary segment using Field 080, in which case the contents of Field 080 would have been the same:

00@A02@B0@Cs

FIELD 085

0 NAME	SEGMENT LINKAGE FIELD: HORIZONTAL OR CHRONOLOGICAL RELATIONSHIP
1 DEFINITION	Information to link a segment in the record in which this field occurs to another segment in the record when the relationship between the two segments is horizontal or chronological.
2 REPRESENTATION	See subfields.
3 USE	Mandatory. Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Segment relationship code.
5.A.1 DEFN	A code defining the specific nature of the relationship.
5.A.2 REPR	A code taken from the Horizontal Relationship Codes shown in Section 4.13.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Segment indicator code.
5.B.1 DEFN	A code identifying the segment to which the link is being made.
5.B.2 REPR	One digit: the value used in the directory entry to identify the fields belonging to that segment, i.e. 0 to 9, A to Z.
5.B.3 USE	Mandatory. Not repeatable.
5.C.0 NAME	Bibliographic level code.
5.C.1 DEFN	The bibliographic level code value relating to the item specified by the segment in which this field resides.
5.C.2 REPR	A code taken from the list of Bibliographic Level Codes shown in Section 4.2.
5.C.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

A segment linkage field provides a link to a segment identifying a translated work from a segment identifying the original from which the translation was made. The segment relationship code is '32' since the link is made from the translation to its original. The segment to which the link is made will be Segment 0. The bibliographic level code of the

original work is 'm'. Contents of Field 085:

00@A32@B0@Cm

Example 2

A segment linkage field links a secondary segment that identifies an earlier title of a serial to the primary segment in which the most recent title is described. The most recent title is the target item for the record. The segment relationship code is '22' since the link is made from the former title to the later. The segment to which the link is made will be Segment 0. The bibliographic level code is unnecessary and is omitted, since both segments would be coded 's'. Contents of Field 085:

00@A21@B0

FIELD 086

0 NAME	FIELD TO FIELD LINKAGE
1 DEFINITION	Information to link two or more fields in the same segment.
2 REPRESENTATION	See subfields.
3 USE	Optional. Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Identification of field linked from.
5.A.1 DEFN	A reference to a field related to the field(s) identified in Subfield C by the relationship denoted by the code in Subfield B.
5.A.2 REPR	Five characters consisting of the three digits of the tag of the field referred to, the segment identifier (one character) and the field occurrence identifier (one character).
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Field relationship code.
5.B.1 DEFN	A code defining the relationship of the field referred to in Subfield A to each field referred to in Subfield(s) C.
5.B.2 REPR	A code taken from the list of Field Linkage Codes shown in Section 4.10.
5.B.3 USE	Mandatory. Not repeatable.
5.C.0 NAME	Identification of field(s) linked to.
5.C.1 DEFN	A reference to one of the fields related to the field identified in Subfield A by the relationship denoted by the code in Subfield B.
5.C.2 REPR	See 5.A.2 above.
5.C.3 USE	Mandatory. Repeatable for each field which is related to the field identified in Subfield A in the way denoted by the code in Subfield B.
EXAMPLES	The following examples show, for each field illustrated, the tag, then the segment identifier and field occurrence identifier, then the indicators and subfields.
Example 1	Within a segment, it is desired to link each field representing the name of an author to the field providing that author's affiliation.

The authors (Fields 300) and affiliations (Fields 330) are as follows:

```
300 00 10@AGove@BN.B.
300 01 10@AHughes@BT.E.
300 02 10@AMatiushin@BG.D.
300 03 10@ATurtanov@BN.V.
330 00 00@AComputer Science Division@BOak
       Ridge National Laboratory@DOak Ridge,
       Tennessee@EUS
330 01 00@ALibrary of Congress@DWashington,
       D.C.@EUS
330 02 00@AUSSR State Public Library for
       Science and Technology@DMoscow
330 03 00@AState Committee of USSR Council of
       Ministers for Science and Technology
       @DMoscow
```

The linking fields (Fields 086) are as follows:

```
086 00 00@A30000@BAA@C33000
086 01 00@A30001@BAA@C33001
086 02 00@A30002@BAA@C33002
086 03 00@A30003@BAA@C33003
```

Example 2

A book is published simultaneously in the Switzerland and the United Kingdom. Each issue bears its own ISBN. The agency preparing the record creates one record for both issues, incorporating both ISBN and both publishers in one record.

The book is published in Basel by Karger, and in London by Grune & Stratton. The ISBN for each issue respectively is 3-8055-2319-X, and 0-8089-1192-9. The record consists of one segment, Segment 0.

Contents of ISBN fields, Fields 100:

```
100 00 00@A3-8055-2319-X
100 01 00@A0-8089-1192-9
```

Contents of publisher fields, Fields 400:

```
400 00 00@ABasel@BKarger@DCH
400 01 00@ALondon@BGrune and Stratton@DGB
```

Contents of field-to-field linkage fields, Fields 086:

```
086 00 00@A10000@BPN@C40000
086 01 00@A10001@BPN@C40001
```

FIELD 100

0 NAME	INTERNATIONAL STANDARD BOOK NUMBER (ISBN)
1 DEFINITION	A number which identifies one title or edition of a title from one specific publisher and is unique to that title or edition, allocated in accordance with the stipulations of ISO 2108 and the ISBN Users' Manual.[5]
2 REPRESENTATION	See subfields.
3 USE	Mandatory for all items for which ISBN are available. Repeatable when an item has more than one ISBN, and for each invalid ISBN.
4 INDICATORS	00
5 SUBFIELD	
5.A.0 NAME	ISBN.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	A ten-digit number divided into four parts of variable length, separated by hyphens.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Invalid ISBN.
5.B.1 DEFN	A number on an item having the appearance of an ISBN but known to be incorrect, e.g. already allocated, check digit invalid.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Optional. Repeatable.
5.C.0 NAME	Qualification.
5.C.1 DEFN	A statement added when an item bears more than one ISBN after each ISBN indicating the binding, publisher, price, or other qualifier.
5.C.2 REPR	In accordance with the practice of the agency preparing the record.
5.C.3 USE	Optional. Repeatable for more than one category of qualification.

EXAMPLES

Example 1

The ISBN on the item is 0-7214-0191-0.
Contents of Field 100:

00@A0-7214-0191-0

Example 2

The ISBN in the source is 0 19 211523 5. Hyphens are inserted instead of spaces. Contents of Field 100:

00@A0-19-211523-5

Example 3

The source format provides both the correct ISBN and an invalid ISBN found on the document. 0-7210-1247-7 is correct even though 0-7210-1427-7 is printed on the item. Contents of Field 100, which appears in the record twice:

00@A0-7210-1247-7

00@B0-7210-1427-0

Example 4

The record of a document published simultaneously by publishers in the USA and Britain has two ISBN for one publisher (one from the paperback, the other from the cased edition) and one ISBN for the other publisher. Field 100 contains all the ISBN from the source record with appropriate qualifications. The field appears in the record three times:

00@A0-7099-1913-1@CCased@CCroom Helm

00@A0-8653-1328-8@CPaperback@CPacific Press

00@A0-8653-1327-X@CCased@CPacific Press

FIELD 101

0 NAME	INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)
1 DEFINITION	A number, allocated by the International Serials Data System (ISDS) in accordance with ISO 3297 and the ISDS Manual,[7] which identifies a serial uniquely.
2 REPRESENTATION	See subfields.
3 USE	Mandatory. Not repeatable.
4 INDICATORS	00
5 SUBFIELD	
5.A.0 NAME	ISSN.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	Eight numeric digits including a check digit, appearing as two groups of four digits, separated by a hyphen.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Invalid ISSN.
5.B.1 DEFN	A number on a serial having the appearance of an ISSN but not validated by ISDS.
5.B.2 REPR	As on the serial.
5.B.3 USE	Optional. Repeatable.
5.C.0 NAME	Cancelled ISSN.
5.C.1 DEFN	A number assigned to a serial as its ISSN and later cancelled, in accordance with the stipulations of the ISDS Manual.[7]
5.C.2 REPR	Eight numeric digits including a check digit, appearing as two groups of four digits, separated by a hyphen.
5.C.3 USE	Optional. Repeatable.

EXAMPLES

Example 1

The ISSN appears in the source as 02627264. The hyphen is inserted. Contents of Field 101:

00@A0262-7264

Example 2

On the first issue of Current psychological research the ISSN is wrongly printed as ISSN 0143-3887. The correct ISSN is 0144-3887. The agency preparing the record inputs the invalid

and the correct ISSN, since the invalid number may be useful when searching for the record with a citation, or part of a citation, in hand. Contents of Field 101:

00@A0144-3887@B0143-3887

Example 3

The Institute of Public Health Engineers used to publish Year book and list of members with ISSN 0141-884X. The title changed to Year's work, list of members & buyer's quide and was given a new ISSN, 0309-3123. The publisher continued the old ISSN on the new publication, so the agency preparing the record included it as an invalid ISSN. Contents of Field 101:

00@A0309-3123@B0141-884X

Example 4

In error, Golf illustrated has been assigned two ISSN. The first one assigned was 0017-1778. A second number, assigned more recently, then cancelled, is 0262-0340. Contents of Field 101:

00@A0017-1778@C0262-0340

FIELD 102

0 NAME	CODEN (For serials)
1 DEFINITION	A unique, unambiguous code assigned to titles of serials by the International CODEN Service. Although CODEN codes are assigned to certain types of non-serial publications, their use in the CCF is limited to serials.
2 REPRESENTATION	A code of six alphabetic or alphanumeric characters including a check character. See the International CODEN Directory.[3]
3 USE	For serials only. Optional. Not repeatable.
4 INDICATORS	00
5 SUBFIELD	
5.A.0 NAME	CODEN. For definition, representation and use, see 1, 2 and 3 above.

EXAMPLES

Example 1

The CODEN for Annalen der Physik is ANPYA2. Contents of Field 102:

00@AANPYA2

Example 2

The CODEN for Journal of Physiology (London) is JPHYA7. Contents of Field 102:

00@AJPHYA7

Example 3

The CODEN for Krebsarzt is KREBAG. Contents of Field 102:

00@AKREBAG

FIELD 110

0 NAME	NATIONAL BIBLIOGRAPHY NUMBER
1 DEFINITION	A unique number assigned to the record of an item by the national bibliography agency.
2 REPRESENTATION	In accordance with the practice of the agency assigning the number.
3 USE	Optional. Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	National bibliography number.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	National bibliographic agency code.
5.B.1 DEFN	Identification of the national bibliographic agency which has prepared the record.
5.B.2 REPR	A code taken from the list of Codes for Names of Countries shown in Section 4.7. Additional codes must be assigned for distinguishing legal deposit agencies in countries where there is more than one agency, as described in Section 4.9.
5.B.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

The National Bibliography Number is recorded in the source as B8209700. The agency is the British National Bibliography, which requires only the code 'GB' to identify it. Contents of Field 110:

00@AB8209700@BGB

FIELD 111

0 NAME	LEGAL DEPOSIT NUMBER
1 DEFINITION	A unique number assigned to the item by the agency responsible for legal deposit in a country.
2 REPRESENTATION	As assigned.
3 USE	Optional. Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Legal deposit number.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Legal deposit agency.
5.B.1 DEFN	Identification of the legal deposit agency responsible for allocating the legal deposit number in Subfield A.
5.B.2 REPR	A code taken from the list of Codes for Names of Countries shown in Section 4.7. Additional codes must be assigned for distinguishing legal deposit agencies in countries where there is more than one agency, as described in Section 4.9.
5.B.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

An item bears the Tanzanian legal deposit number A68778. There being only one agency in Tanzania, the country code 'TZ' is sufficient to distinguish it. Contents of Field 111:

00@AA68778@BTZ

FIELD 120

0 NAME	DOCUMENT NUMBER
1 DEFINITION	A number appearing on the item intended for unique identification and usually allocated by the publisher.
2 REPRESENTATION	As on the item, including spaces and punctuation.
3 USE	Optional. Repeatable for each different number on the item.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Document Identification Number.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Type of number.
5.B.1 DEFN	Identification of the type of document number in Subfield A.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

The publisher allocates a sequential number to each publication. This number, 4206, has been recorded in the source format as a miscellaneous number attached to the item. Contents of Field 120:

00@A4206

N.B. The numbers of an item within a series should be entered in Subfield C of Field 480.

Example 2

The source format has a data element entitled Report Number, which contains the number 1756-82. Contents of Field 120:

00@A1756-82@BReport number

FIELD 200

0 NAME — TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY

1 DEFINITION — See subfields.

2 REPRESENTATION — See subfields.

3 USE — Mandatory except for serials when key title is given. Repeatable when more than one type of title for an item is recorded, such as the title as on the item and a translated title.

4 INDICATORS — 1: 0

2: 0 = Form not specified.
1 = As on the item.
2 = Modified.
3 = Translated.

Indicator position 2 relates to Subfield A only.

5 SUBFIELDS

5.A.0 NAME — Title.

5.A.1 DEFN — Word(s), phrase(s), a character or group(s) of characters normally appearing on the item naming the item or the work contained in it.

5.A.2 REPR — Three representations are possible depending on indicator position 2.
1 = As on the item: in the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation, capitalization or character set.
2 = Modified.
3 = Translated.

5.A.3 USE — Mandatory. Repeatable when an item contains a number of works each with its own title and has no collective title.

5.B.0 NAME — Statement of responsibility associated with title.

5.B.1 DEFN — Name(s) or phrase(s) relating to the identification and/or function of any person or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization (including performance).

5.B.2 REPR — In the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation or capitalization. A statement

of responsibility (e.g. by Geraldine Levy) can be transliterated. It may include the names of one or more than one person or corporate body.

5.B.3 USE — Optional. Repeatable for each statement related to the title found on the item. Fields 300, 310 and 320 are used to record names in a standardized form (e.g. Levy, Geraldine, 1936-) as distinct from the form appearing in a statement of responsibility.

5.L.0 NAME — Language of title.
5.L.1 DEFN — The language of the title in Subfield A.
5.L.2 REPR — A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE — Optional.

5.S.0 NAME — Script of title.
5.S.1 DEFN — The script of the title as entered in the record.
5.S.2 REPR — A code taken from the list of Script Codes shown in Section 4.6.
5.S.3 USE — Optional. Not repeatable.

EXAMPLES

Example 1 — The source format does not have any data element corresponding to statement of responsibility. However, the title in this particular source format is always taken from the item. Contents of Field 200:

01@AInstitutional finance and integrated rural development

Example 2 — The record has a number of statements of responsibility. They are entered in repeated Subfields B. Contents of Field 200:

01@AAsterix in Switzerland@Btext by Goscinny@Bdrawings by Underzo@Btranslated by Anthea Bell and Dereck Hockridge

Example 3 — The item consists of three works by the same author without a common title. Subfield A is repeated. Contents of Field 200:

01@ARomeo and Juliet@AKing Lear@AMacbeth@Bby William Shakespeare

Example 4 — The item consists of two works by different authors without a common title. Subfields A

and B are repeated as required. Contents of Field 200:

01@AHenry Osmond : a novel@Bby Thackery@ABleak House : a novel@Bby Dickens

Example 5

In the source format the item is coded as having a title and two successive subtitles. Contents of Field 200:

01@ALife wish : reincarnation : reality or hoax

Example 6

An item has parallel titles in English, French and German. The first mentioned is entered as the title in the source format and the others are entered in Field 210 - Parallel Title. Contents of Field 200:

01@ASpecification for general requirements for rotating electrical machines@BBritish Standards Institution@Leng

Example 7

The source format records only the translated title in its database when a title is not in English. In this case the use of the language code is recommended since the language of the title is not the same as the language of the item. Contents of Field 200:

03@AProceedings of the 26th Congress on Beekeeping@Leng

Example 8

The agency preparing the record transliterates titles into Roman script, but otherwise makes no modifications. Transliteration is from Cyrillic. Contents of Field 200:

01@ATsvetik-Semitsvetik@BValentin Katayer

Example 9

A title is modified to make it more meaningful. The agency preparing the record enters additional words in square brackets. Contents of Field 200:

02@AEffect of cultural practices [in vineyards] on soil moisture

FIELD 201

0 NAME	KEY TITLE
1 DEFINITION	The standardized form of title assigned to a serial by the International Serials Data System (ISDS), in accordance with the stipulations of ISO 3297 and the ISDS Manual.[7]
2 REPRESENTATION	See subfields.
3 USE	Mandatory for serials. Not repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Key title.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	Key title as assigned by ISDS.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Abbreviated Key Title.
5.B.1 DEFN	Key title abbreviated according to the provisions of ISO 4.
5.B.2 REPR	As assigned by the ISDS.
5.B.3 USE	Optional when Subfield A is present. Not repeatable.
5.L.0 NAME	Language of key title.
5.L.1 DEFN	The language of the key title.
5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Optional. Not repeatable.
5.S.0 NAME	Script of title.
5.S.1 DEFN	The script of the key title as entered in the record.
5.S.2 REPR	A code taken from the list of Script Codes shown in Section 4.6.
5.S.3 USE	Optional. Not repeatable.
EXAMPLES	The key title can appear on the document (usually given in conjunction with the ISSN) or can be taken from the ISDS Register compiled by the International Centre of the International Serials Data System, which is the organization responsible for assigning ISSN and key titles. Punctuation is retained exactly as in the source.

Example 1

The key title is Scientific American. Contents of Field 201:

00@AScientific American

Example 2

The key title includes the name of the issuing body. Contents of Field 201:

00@ACanadian Psychiatric Association journal

Example 3

The names of issuing bodies are included in the key title since they have been added in accordance with ISDS practice. Contents of Field 201:

00@AJoint publication - London & Middlesex Archaeological Society; Surrey Archaeological Society

Example 4

The key title includes the name of the place of publication in order to distinguish the serial from other serials with the same title. Contents of Field 201:

00@AArchitectural review (London)

Example 5

The key title contains the name of the place of publication and the date of first publication. Contents of Field 201:

00@AArchitecture (Paris. 1979)

Example 6

The source format from which a record originates records key titles in their abbreviated form. Contents of Field 201:

00@BMedicina. Supl. (B. Aires)

The full form would be recorded as follows:

00@AMedicina Suplemento. (Buenos Aires)

FIELD 210

0 NAME	PARALLEL TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY
1 DEFINITION	See subfields.
2 REPRESENTATION	See subfields.
3 USE	Optional. Repeatable.
4 INDICATORS	1: 0 2: 0 = Form not specified. 1 = As on the item 2 = Modified. Indicator position 2 relates to Subfield A only.
5 SUBFIELDS	
5.A.0 NAME	Parallel title.
5.A.1 DEFN	The title in another language and/or script; or title in another language and/or script presented as an equivalent of the title.
5.A.2 REPR	As on the title page, modified and/or transliterated (see indicator 2).
5.A.3 USE	Not repeatable. When there is more than one parallel title, each is entered in a separate field.
5.B.0 NAME	Statement of responsibility associated with parallel title.
5.B.1 DEFN	Name(s) or phrase(s) in the language of the title shown in Subfield A relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization (including performance).
5.B.2 REPR	In the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation or capitalization. A statement of responsibility may be transliterated. It can include the names of one or more than one person or corporate body.
5.B.3 USE	Repeatable for each parallel statement of responsibility found on the item. Optional.
5.L.0 NAME	Language of parallel title.
5.L.1 DEFN	The language of the title shown in Subfield A.

5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Mandatory. Not repeatable.
5.S.0 NAME	Script of parallel title.
5.S.1 DEFN	The script of the parallel title.
5.S.2 REPR	A code taken from the list of Script Codes shown in Section 4.6.
5.S.3 USE	Optional unless the script is not the script usually associated with the language shown in Subfield L. Not repeatable.

EXAMPLES

Example 1

A document has parallel titles in two languages in addition to the title in the first language. The main title is entered in Field 200, the other titles in Field 210. Contents of fields:

Field 200: 01@ABritish standard methods of analysis of fat and fatty oil

Field 210: 01@AMéthodes d'analyse des graisses et huiles fixes@Lfre

Field 210: 01@AUntersuchungsverfahren für Fette und Fettöle@Lger

The parallel titles are taken from the document; therefore second indicator is set at '1'. Language codes are added to the parallel titles.

Example 2

An article in a journal has a title in Spanish with a parallel title in English. The statement of responsibility is given in Field 200, and is not repeated in Field 210. Contents of Fields 200 and 210:

Field 200: 01@AEl barrio, estación de transito en el proceso de urbanización@BHeinrich Pachner

Field 210: 01@ANeighbourhoods, transit stations in the urbanization process@Leng

Example 3

An anthology of poetry has parallel Gaelic text and English translation. The source format permits the use of '... [et al.]' to replace omissions. Contents of Fields 200 and 210:

Field 200: 01@AModern Scottish Gaelic poems :

a bilingual anthology@Bby Sorley Maclean...[et al.]@Bedited and introduced by Donald MacAulay

Field 210: 00@ANua-bhàrdachd Ghàidhlig : duanaire da-theagach@Ble Somhairle MacGill-Eain... [et al.]@Bdeasaichte le roimh-radha aig Domhnall MacAmhlaigh@Lgae

FIELD 220

0 NAME	SPINE TITLE
1 DEFINITION	The title appearing on the spine of the item.
2 REPRESENTATION	As on the spine: in the form and sequence shown on the spine, exactly as to wording but not necessarily as to punctuation, capitalization or character set.
3 USE	Optional. Used only when title on spine differs from title (Field 200). Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Spine title.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.
5.L.0 NAME	Language of spine title.
5.L.1 DEFN	The language of the title in Subfield A.
5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

An item is entitled The pre-Socratic philosophers : a companion to Diels, Fragmente der Vorsokratiker, by Kathleen Freeman. On the spine is the title Companion to the pre-Socratic philosophers. The spine title has been entered in the record since it is the name by which the work is popularly known. Contents of Field 220:

00@ACompanion to the pre-Socratic philosophers

FIELD 221

0 NAME	COVER TITLE
1 DEFINITION	The title appearing on the cover of the item.
2 REPRESENTATION	As on the cover: in the form and sequence shown on the cover, exactly as to wording but not necessarily as to the punctuation, capitalization or character set.
3 USE	Optional. Used only when title on cover differs from title (Field 200). Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0	Cover title.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.
5.L.0 NAME	Language of cover title.
5.L.1 DEFN	The language of the title in Subfield A.
5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

A pamphlet has the title on the title page A report on the East Sussex County Council campaign to control Dutch elm disease. On the cover is the title Dutch elm disease control. In the source format there is a data element 'Cover Title' under which the title on the cover has been entered. Contents of Field 221:

00@ADutch elm disease control

Example 2

A book entitled Henry Marten and the Long Parliament has a cover title The prisoner of Chepstow Castle. Contents of Field 221:

00@AThe prisoner of Chepstow Castle

FIELD 222

0 NAME	ADDED TITLE PAGE TITLE
1 DEFINITION	A title appearing on a title page which is not the title page chosen as the basis for the description of the item.
2 REPRESENTATION	As on the added title page in the form and sequence shown on the page, exactly as to wording but not necessarily as to punctuation, capitalization or character set.
3 USE	Optional. Used only when title on the added title page differs from title (Field 200). Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Added title page title.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.
5.L.0 NAME	Language title of added title page.
5.L.1 DEFN	The language of the title in Subfield A.
5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Optional.

EXAMPLES

Example 1

The added title-page title differs from the title proper, so it is entered in Field 222. Contents of Field 222:

00@AA pictorial history of Western Canada

FIELD 223

0 NAME	RUNNING TITLE
1 DEFINITION	A title or abbreviated title appearing at the head or foot of each page of the item.
2 REPRESENTATION	As on the item: in the form and sequence shown on the item, exactly as to wording but not necessarily as to the punctuation, capitalization or character set.
3 USE	Optional. Used only when the running title differs from title (Field 200). Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Running title.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.
5.L.0 NAME	Language of running title.
5.L.1 DEFN	The language of the title of Subfield A.
5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

The running title differs from the title; the following running title is entered. Contents of Field 223:

00@AThe Canadian Red Cross dispatch, 1940-1942

FIELD 230

0 NAME	OTHER VARIANT TITLE
1 DEFINITION	Any title appearing on the item which is not identified by another specific tag.
2 REPRESENTATION	As on the item: in the form and sequence shown on the item, exactly as to wording but not necessarily as to the punctuation, capitalization or character set.
3 USE	Optional. Repeatable. May be used to include spine titles, cover titles, added title-page titles, or running titles.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Other variant title.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.
5.L.0 NAME	Language of title.
5.L.1 DEFN	The language of the title in Subfield A.
5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

The Journal of polymer sciences. Part C, Polymer science is often known as Polymer symposia. This title is noted in the item and is entered as a variant title. Contents of Field 230:

00@APolymer symposia

Example 2

The serial Der Fotohändler is also known as Photohändler. Contents of Field 230:

00@APhotohändler

FIELD 240

0 NAME	UNIFORM TITLE
1 DEFINITION	The particular title selected by the agency for a work that has appeared under varying titles, for the purposes of cataloguing and/or information retrieval.
2 REPRESENTATION	In accordance with the practice of the agency preparing the record.
3 USE	Optional. Repeatable.
4 INDICATORS	1: 0 = Not specified. 1 = Uniform title is used as primary access point. 2 = Uniform title is used as secondary access point. 3 = Uniform title is not used as an access point. 2: 0
5 SUBFIELDS	
5.A.0 NAME	Uniform title.
5.A.1 DEFN	The uniform title by itself without additional qualifiers such as date, form subheading, language, version, etc.
5.A.2 REPR	In accordance with the practice of the agency preparing the record.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Number of part(s).
5.B.1 DEFN	When the item consists of one or more numbered parts of the work identified by the uniform title, the number of the part of the work to which the item belongs, and its designation.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Mandatory. Repeatable.
5.C.0 NAME	Name of part(s).
5.C.1 DEFN	When the item consists of a named part or a number of named parts of the whole work identified by the uniform title shown in Subfield A, the name of the part(s) of the work of which the item is an example.
5.C.2 REPR	In accordance with the practice of the agency preparing the record.
5.C.3 USE	Mandatory.

5.D.0 NAME	Form subheading.
5.D.1 DEFN	A term added to the uniform title to distinguish special characteristics of the item.
5.D.2 REPR	In accordance with the practice of the agency preparing the record.
5.D.3 USE	Optional. Repeatable.
5.E.0 NAME	Language of item. (as part of uniform title)
5.E.1 DEFN	The language of the item when required as part of the uniform title.
5.E.2 REPR	In accordance with the practice of the agency preparing the record.
5.E.3 USE	Optional. Repeatablewhen there is more than one language.
5.F.0 NAME	Version.
5.F.1 DEFN	A word or phrase indicating the version of the work included in item.
5.F.2 REPR	In accordance with the practice of the agency preparing the record.
5.F.3 USE	Optional. Not repeatable.
5.G.0 NAME	Date of version.
5.G.1 DEFN	The date of publication of the work included in the item.
5.G.2 REPR	In accordance with the practice of the agency preparing the record.
5.G.3 USE	Optional. Not repeatable. This date will be different from the date of publication. In any case, the date of publication should still be entered in Field 440.
5.L.0 NAME	Language of uniform title.
5.L.1 DEFN	The language in which the uniform title shown in Subfield A is expressed.
5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Optional. Not repeatable.
5.Z.0 NAME	Authority number.
5.Z.1 DEFN	A unique number assigned to a uniform title.
5.Z.2 REPR	As assigned.
5.Z.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

Some kinds of uniform title serve only to order entries in a catalogue or bibliography, and do not constitute a main heading. For example, some organizations place all laws,

whatever their title, under a made-up title 'Laws....' This example shows the title proper and corporate body. The uniform title would never occur as an access point in an index. Contents of Field 240:

Field 310 10@AUnited Kingdom

Field 240 30@ALaws....@CHalsbury's statutes of England

Example 2 The title of the item is Iliad, Book XXIV [by] Homer, edited by Colin MacLeod. The uniform title according to the practices of the agency preparing the record is Iliad. Book 24. This is used to bring together all items dealing with that one work, some of which may not even mention the Iliad in a prominent place within the title. Contents of Fields 240 and 200:

Field 240 10@AIliad@BBook 24

Field 200 01@AIliad, Book XXIV@B[by] Homer@Bedited by Colin MacLeod

Example 3 The item is Luke, one book of the Bible, in the version called Today's English Version. According to the practices of the agency preparing the record, the item is entered under the uniform title heading. Contents of Field 240:

00@ABible@EEnglish@CNew Testament@CLuke @FToday's English Version

FIELD 260

0 NAME	EDITION STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY
1 DEFINITION	See subfields.
2 REPRESENTATION	See subfields.
3 USE	Mandatory. Repeatable when an item has more than one edition statement, or when there are parallel edition statements.
4 INDICATORS	1: 0 2: 0 = Form not specified. 1 = Form as on the item. 2 = Modified beyond the terms expressed in 5.A.2 and 5.B.2 below. Indicator position 2 refers to Subfield A.
5 SUBFIELDS	
5.A.0 NAME	Edition statement.
5.A.1 DEFN	A word or phrase or group of characters in a formal statement, identifying an item as a member of an edition.
5.A.2 REPR	The edition statement is normally given in the terms used in the item. Standard abbreviations for such terms may be used; numbered editions may be converted from script to numeric form. The edition statement normally includes either the word 'edition' (or its equivalent in another language) or a related term such as 'revision', and can describe the physical form of the item (e.g. Braille edition, microfiche edition) or editions differentiated numerically, chronologically, geographically, etc.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Statement of responsibility associated with edition.
5.B.1 DEFN	Name(s) or phrase(s) relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of the particular edition of a work to which the item belongs, the statement of which edition is entered in Subfield A.
5.B.2 REPR	In the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation or capitalization. A statement

of responsibility relating to an edition may be transliterated when the edition statement is transliterated. It can include the names of one or more than one person or corporate body. Fields 300, 310 or 320 are used to record names in other forms distinct from the form appearing in a statement of responsibility.

5.B.3 USE — Repeatable for each statement of responsibility associated with the edition of the item. Optional.

5.L.0 NAME — Language of edition statement.
5.L.1 DEFN — The language of the edition statement.
5.L.2 REPR — A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE — Optional. Not repeatable.

EXAMPLES

Example 1

The document has on its title page the statement 'Fifth edition revised'. Standard abbreviations are given in the record. Contents of Field 260:

01@A5th ed. rev.

Example 2

The Derbyshire times is published in a number of area editions, one of which is entitled Chesterfield edition. Contents of Field 260:

01@AChesterfield ed.

Example 3

The first edition of Cases and statutes on criminal law is edited by John C. N. Slater. The second edition is edited by A. B. Piternick. Since the second edition has a different editor, and it implies on the title page that she is the editor of that edition only, the edition statement is followed by a statement of responsibility for that edition only. Contents of Field 260:

01@A2nd ed@Bby A.B. Piternick

Example 4

The source format recommends that edition number be stored as an arabic numeral only, so that the data is not related to a particular language e.g. 12 for 12th ed. Second indicator will be set to '2' since the form of the edition statement does not follow the form described in 5.A.2. Contents of Field 260:

02@A12

FIELD 300

0 NAME	NAME OF PERSON
1 DEFINITION	The name identifying a person responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization.
2 REPRESENTATION	In accordance with the practice of the agency preparing the record.
3 USE	Mandatory. Repeatable for the name of each person, when more than one person is responsible for the work.
4 INDICATORS	1: 0 = Level of responsibility undefined. 1 = Primary responsibility. 2 = Alternative responsibility. 3 = Secondary responsibility. 2: 0 = Source: not specified. 1 = Source: authority file of the agency.
5 SUBFIELDS	
5.A.0 NAME	Entry element.
5.A.1 DEFN	That part of a person's name by which it primarily would be entered in an ordered list.
5.A.2 REPR	In accordance with the practice of the agency preparing the record.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Other name elements.
5.B.1 DEFN	Other parts of the name excluding entry element, forename, prefixes, suffixes.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Mandatory. Not repeatable.
5.C.0 NAME	Additional elements to name.
5.C.1 DEFN	Additional attributes to the name, e.g. honorific titles, words indicating family relationships.
5.C.2 REPR	In abbreviated form, when possible.
5.C.3 USE	Optional. Repeatable, for different kinds of additional elements.
5.D.0 NAME	Date(s).
5.D.1 DEFN	A date or dates relating to the person whose name is entered in the field.
5.D.2 REPR	In accordance with the practice of the agency

preparing the record.

5.D.3 USE — Optional. Not repeatable.

5.E.0 NAME — Role (Coded).
5.E.1 DEFN — A code designating the function of the person in relation to the item for which that individual is responsible, e.g. editor, compiler.
5.E.2 REPR — A code taken from the list of Role Codes shown in Section 4.8 of CCF.
5.E.3 USE — Optional. Repeatable.

5.F.0 NAME — Role (Non-coded).
5.F.1 DEFN — A word or phrase designating the function of the person in relation to the item for which that individual is responsible.
5.F.2 REPR — In accordance with the practice of the agency preparing the record.
5.F.3 USE — Optional. Repeatable.

5.Z.0 NAME — Authority number.
5.Z.1 DEFN — A unique number assigned to the name heading of a person.
5.Z.2 REPR — As assigned.
5.Z.3 USE — Optional. Not repeatable.

EXAMPLES — Names of persons vary in different countries in the type and number of elements which make up the name, and national usage can differ in the order and form of presentation of those elements. National cataloguing practices can also be very different in their choice of entry element and the form and order of presentation of other name elements. Some bibliographic agencies maintain authority files which include a record for each author with sufficient name details for unique identification. Other agencies may accept the form of the name as it appears on the item. The examples illustrate varying ways of treating personal names in accordance with different cataloguing rules.

Example 1 — The source format enters a name as follows: Entry element, the initials of forenames, title(s). For example, Stokes, R.B. Contents of Field 300:

01@AStokes@BR.B.

The first indicator is set to '0' since the source format does not define levels of responsibility. The second indicator is set to

'1' since the data originates from a database which makes use of an authority file for personal names.

Example 2

The author Karl Popper is entered, according to different rules for entry, as:

Popper, Sir Karl R. (title precedes forenames)
Popper, Karl R. Sir (title follows forenames)
Popper, K.R., Sir (names stripped to initials, title preceded by comma)
Popper, Sir Karl Raimund (all names used in full)
Popper, Karl R. (title not used)

Each of these appears in Field 300 in one of the following forms. In each case the second indicator is set at '1', showing that an authority file form is used.

01@APopper@CSir@BKarl R.
01@APopper@BKarl R.@CSir
01@APopper@BK.R.@CSir
01@APopper@CSir@BKarl Raimund
01@APopper@BKarl R.

Example 3

A number of source formats specify that a name should be entered in the form in which it is usually found on title pages or in reference sources; if necessary for distinguishing purposes, the full forms of the name elements and/or dates or birth and/or death are added. The form of the name on the item is: Smith, Peter C. A cataloguer has added '(Peter Charles)' and the date '1940- '. In this example, the person has the role of editor, and has secondary responsibility. Contents of Field 300:

31@ASmith@BPeter Charles @D1940-@E340@Feditor

Example 4

The source format specifies that all the elements of a hyphenated compound surname are regarded as the entry element. Contents of Field 300, assuming level of responsibility undefined, and an authority record number 014678:

01@AMantuth-Bayette@BEunice@Z014678

Example 5

Some source formats demand that all the elements of a compound surname even when not

hyphenated are the entry element. C. Day Lewis has a compound surname without a hyphen, and the name is entered as Day Lewis, Cecil. Contents of Field 300, assuming primary responsibility and authority file form:

11@ADay Lewis@BCecil

Example 6

In normal usage, Chinese names are written with the family name first. Because of differing database practices, Mao Zedong (to use one possible rendering of the name into the roman alphabet) appears in some source formats as Mao Zedong, in others as Mao, Zedong. The following are possible alternative contents of Field 300.

00@AMao Zedong
00@AMao@BZedong

Example 7

An author has an honorific title of nobility which, according to the practices of the agency preparing the record, is placed between the entry element and other name elements. Contents of Field 300:

00@AStanhope@CLady@BHester

Example 8

The source format takes the author's name, Lord Todd, from the item. Since no other name elements are provided, the name is entered in Field 300 as:

00@ATodd@CLord

Example 9

When an author is known only by a pseudonym, this will be the name used as an access point unless it is the practice of the agency preparing the record to use 'Anon' in such cases. Even when the pseudonym is made up of elements which could be construed as 'Surname, Forename', according to some rules the whole name is treated as an entry element. The pseudonym is Pan Painter. Contents of Field 300:

01@APan Painter

Example 10

Two epithets attached to the name are identified separately in the name as shown in the source format. This distinction is retained in the CCF. Contents of Field 300:

00@AAlexandra@CEmpress@CConsort of Nicholas II, Emperor of Russia

Example 11

The source format gives two forms of the name: as derived from the item 'Bewley, Lois M.'; and a 'search form' consisting only of forename and initials, 'Bewley, L.M.'. Since the latter form can be derived algorithmically from the first, it is not necessary to include it in the record. The role of the person is given as 'Editor and translator'. Contents of Field 300:

30@ABewley@BLois M.@FEditor and translator

FIELD 310

0 NAME	NAME OF CORPORATE BODY
1 DEFINITION	The name identifying a corporate body responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization. A corporate body is defined as any organisation(s) or group of persons identified by a particular name.
2 REPRESENTATION	In accordance with the practice of the agency preparing the record.
3 USE	Mandatory. Repeatable for the name of each corporate body when more than one corporate body is responsible for the item; or for the name of the corporate body provided in more than one language.
4 INDICATORS	1: 0 = Level of responsibility undefined. 1 = Primary level of responsibility. 2 = Alternative level of responsibility. 3 = Secondary level of responsibility. 2: 0 = Source: not specified. 1 = Source: authority file of the agency.
5 SUBFIELDS	
5.A.0 NAME	Entry element.
5.A.1 DEFN	That part of the name of the corporate body by which it would be entered in an ordered list.
5.A.2 REPR	In accordance with the practice of the agency preparing the record.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Other parts of name.
5.B.1 DEFN	Other parts of the name of the corporate body, e.g. subordinate or superior units, etc. when the corporate body is part of a hierarchical structure.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Mandatory. Repeatable for each part of the name of the corporate body excepting the entry element.

5.C.0 NAME	Qualifier.
5.C.1 DEFN	A term added to the name of the corporate body in order to provide additional information as an aid to identification, e.g. date(s), type of body.
5.C.2 REPR	In accordance with the practice of the agency preparing the record.
5.C.3 USE	Optional. Repeatable for different kinds of qualifiers.
5.D.0 NAME	Address of corporate body.
5.D.1 DEFN	The postal address of the corporate body.
5.D.2 REPR	According to the conventions for postal addresses in the country of the corporate body.
5.D.3 USE	Optional. Recommended when the corporate body is the distributor as well as being responsible for the item. Not repeatable.
5.E.0 NAME	Country of corporate body.
5.E.1 DEFN	The country where the corporate body is situated.
5.E.2 REPR	A code taken from the list of Country Codes shown in Section 4.7.
5.E.3 USE	Optional. Not repeatable.
5.F.0 NAME	Role (Coded).
5.F.1 DEFN	A code designating the function of the corporate body in relation to the item for which it is responsible.
5.F.2 REPR	A code taken from the list of Role Codes shown in Section 4.8.
5.F.3 USE	Optional. Repeatable.
5.G.0 NAME	Role (Non-coded).
5.G.1 DEFN	A word or phrase designating the function of the corporate body in relation to the item for which it is responsible.
5.G.2 REPR	In accordance with the practice of the agency preparing the record.
5.G.3 USE	Optional. Repeatable.
5.L.0 NAME	Language of entry element.
5.L.1 DEFN	The language of the element in Subfield A.
5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Mandatory when the name of the corporate body is given in different language forms and the field is repeated. Otherwise optional.
5.S.0 NAME	Script of entry element.
5.S.1 DEFN	The script of the entry element.

5.S.2 REPR — A code taken from the list of Script Codes shown in Section 4.6.

5.S.3 USE — Optional.

5.Z.0 NAME — Authority number.

5.Z.1 DEFN — A unique number assigned to the corporate name heading.

5.Z.2 REPR — As assigned.

5.Z.3 USE — Optional. Not repeatable.

EXAMPLES — The name of a corporate body can appear in varying forms, often in different versions on items produced by the body itself. Cataloguing codes also have different rules for the choice of the entry element and the form and order of other elements of the body's name. Some bibliographic agencies maintain authority files which include a record for each national corporate body identifying the authoritative form of its name. Other agencies may accept the form of the name elements and the order of those elements as they appear on the item. The examples illustrate varying ways of treating corporate body names in accordance with different cataloguing rules.

Example 1 — The source format gives addresses with corporate bodies. Contents of Field 310:

01@APunjab University@DChandigarh 14

Example 2 — The source format enters universities with names incorporating a place name under the place name. Since the body is regarded as part of the entry element, it is included in Subfield A. Contents of Field 310:

01@ALeiden. Rijkuniversiteit

Example 3 — The name of a corporate body needs a qualifier to explain it and distinguish it from other bodies with the same name. Contents of Field 310:

01@ALondonderry, Ireland@CCity

Example 4 — An item includes the statement that it is edited by the Elsevier Editorial Team. Role is entered in non-coded form. The first indicator is set to 3 to indicate secondary responsibility. Contents of Field 310:

31@AElsevier Editorial Team@GEditor

Example 5

The practices of the agency preparing the record stipulate that organizations which are a partnership should be treated as a corporate body. The name of the first person of the partnership is inverted (i.e. surname is the entry element) according to the practice of the agency. Subfield B is not used since there are no lower hierarchical levels of the organization mentioned. Contents of Field 310:

01@AWilson, Hugh, and Lewis Womersley
@COrganization

According to other practices the name of the first partner could be entered in direct order:

01@AHugh Wilson and Lewis Womersley
@COrganization

Example 6

According to some cataloguing practices, working parties and ad hoc groups are entered under the name of the body to which they are responsible or by which they were established. Contents of Field 310:

01@AAslib@BComputer Applications Group@BAcquisitions, Cataloguing and Circulation Working Party

FIELD 320

0 NAME	NAME OF MEETING
1 DEFINITION	The name identifying a meeting responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization. Meeting is a generic term for an occasional group; it covers congresses, symposia, diplomatic conferences, festivals, fairs, exhibitions, expeditions, etc.
2 REPRESENTATION	In accordance with the practice of the agency preparing the record.
3 USE	Mandatory. Repeatable for the name of each meeting when more than one meeting is responsible for the item; or for the name of the meeting provided in more than one language.
4 INDICATORS	1: 0 = Level of responsibility undefined. 1 = Primary responsibility. 2 = Alternative responsibility. 3 = Secondary responsibility. 2: 0 = Source: not specified. 1 = Source: authority file of the agency.
5 SUBFIELDS	
5.A.0 NAME	Entry element.
5.A.1 DEFN	The name of the meeting.
5.A.2 REPR	In accordance with the practice of the agency preparing the record.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Other parts of name.
5.B.1 DEFN	Other parts of the name of the meeting, e.g. subordinate or superior units when the meeting is part of a hierarchical structure.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Mandatory. Repeatable for each part of the name of the meeting excepting the entry element.
5.C.0 NAME	Qualifier.
5.C.1 DEFN	A term added to the name of the meeting in order to supply additional information as an aid to identification, e.g. date(s), type of meeting.
5.C.2 REPR	In accordance with the practice of the agency

preparing the record.

5.C.3 USE — Optional. Repeatable for different kinds of qualifiers.

5.E.0 NAME — Country.
5.E.1 DEFN — The country where the meeting was held.
5.E.2 REPR — A code taken from the list of Language Codes shown in Section 4.7.
5.E.3 USE — Optional. Not repeatable.

5.G.0 NAME — Location of meeting.
5.G.1 DEFN — The name of the place where the meeting was held.
5.G.2 REPR — In accordance with the practice of the agency preparing the record.
5.G.3 USE — Mandatory. Not repeatable.

5.H.0 NAME — Date of meeting (in ISO format).
5.H.1 DEFN — The date or inclusive dates of a meeting.
5.H.2 REPR — The date(s) in formalized form as shown in ISO 2014. In the case of spanning a period, the two dates are set out in full and separated by a hyphen. Any digit may be replaced by a question mark when a date of coverage or approximate date is given. When no month or day is given, the month or day is replaced by '0000'.
5.H.3 USE — Mandatory when Subfield I is not used. Not repeatable.

5.I.0 NAME — Date of meeting (in free format).
5.I.1 DEFN — The date or inclusive dates of a meeting.
5.I.2 REPR — In accordance with the practice of the agency preparing the record.
5.I.3 USE — Mandatory when Subfield H is not used. Not repeatable.

5.J.0 NAME — Number of meeting.
5.J.1 DEFN — A number identifying an individual meeting within a series of numbered meetings of the same name.
5.J.2 REPR — In accordance with the practice of the agency preparing the record.
5.J.3 USE — Mandatory when the meeting belongs to a numbered series. Not repeatable.

5.L.0 NAME — Language of entry element.
5.L.1 DEFN — The language of the entry element in Subfield A.
5.L.2 REPR — A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE — Mandatory when the name of the corporate body

is goven in different language forms and the field is repeated. Otherwise optional.

5.S.0 NAME — Script of entry element.
5.S.1 DEFN — The script of the name of the meeting.
5.S.2 REPR — A code taken from the list of Script Codes shown in Section 4.6.
5.S.3 USE — Optional.

5.Z.0 NAME — Authority number.
5.Z.1 DEFN — A unique number assigned to the name of the meeting.
5.Z.2 REPR — As assigned.
5.Z.3 USE — Optional. Not repeatable.

EXAMPLES

Example 1

In the source format, the proceedings of the 3rd United Nations Conference on the Law of the Sea are entered under the heading for the Conference by the agency preparing the record. Contents of Field 320:

11@AUnited Nations Conference on the Law of the Sea@GNew York, et al.@H19730000@J3rd

Example 2

The item is the proceedings of the 17th A.N. Richards Symposium held at King of Prussia, Pennsylvania. Two forms of heading are shown here as possible contents of Field 320:

10@AA.N. Richards Symposium@J17th@H19750000 @GKing of Prussia, PA

10@ARichards (A.N.) Symposium@J17th@I1975 @GKing of Prussia, Pa

Example 3

In the source format, the second Vatican Council is entered as:

00@AVatican Council@J2@H19620000-19650000

Example 4

The agency preparing the record enters the complete dates when conferences are held. Contents of Field 320:

00@AInternational Symposium on Bibliographic Exchange Formats@GTaormina, Sicily@H19780426-19780428@EIT

FIELD 330

0 NAME	AFFILIATION
1 DEFINITION	The name and/or address of the organization to which a person associated with the item is affiliated, or the private address of the person.
2 REPRESENTATION	In accordance with the practice of the agency preparing the record.
3 USE	Optional. Repeatable when more than one person is associated with the item, or when one person is affiliated with more than one organization.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Entry element.
5.A.1 DEFN	That part of the name of the affiliation organization by which it is entered or would be entered in an ordered list.
5.A.2 REPR	In accordance with the practice of the agency preparing the record.
5.A.3 USE	Mandatory unless Subfield D contains a private address. Not repeatable.
5.B.0 NAME	Other parts of the name.
5.B.1 DEFN	Other parts of the name of the affiliation organization.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Optional. Repeatable for each part of the name of the affiliation organization excepting the entry element.
5.C.0 NAME	Qualifier.
5.C.1 DEFN	A term added to the name of the affiliation organization in order to supply additional information as an aid to identification, e.g. date(s), type of organization.
5.C.2 REPR	In accordance with the practice of the agency preparing the record.
5.C.3 USE	Optional. Repeatable for different kinds of qualifiers.
5.D.0 NAME	Address.
5.D.1 DEFN	The postal address of the affiliation, or the private address of the person associated with

	the item.
5.D.2 REPR	According to the conventions for postal addresses in the country of the corporate body.
5.D.3 USE	Optional. Repeatable.
5.E.0 NAME	Country of affiliation.
5.E.1 DEFN	The country where the affiliation organization is situated.
5.E.2 REPR	A code taken from the list of Codes for Names of Countries shown in Section 4.7.
5.E.3 USE	Optional. Not repeatable.
5.L.0 NAME	Language of affiliation.
5.L.1 DEFN	The language of the affiliation organization.
5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Optional.

EXAMPLES

Example 1

The author is attached to Southern Methodist University, Computer Sciences Center, Dallas, Texas. Contents of Field 330:

00@ASouthern Methodist University@BComputer Sciences Center@DDallas, Texas@EUS

Example 2

The author is a private consultant. The home address is entered in Subfield D of Field 330.

00@D23 rue de l'Yvette 78460 Chevreuse@EFR

Example 3

The name of the country is added as a qualification in Field 330:

00@AInstitute of Social Studies@CThe Netherlands@DP.O. Box 90733 2509LS The Hague@ENL

NOTE ON LINKS

When a record contains a number of names of persons and/or a number of affiliations, each name may be linked to its appropriate affiliation, using Field 082 'Field to Field Linkage'.

FIELD 400

0 NAME	PLACE OF PUBLICATION AND PUBLISHER
1 DEFINITION	See subfields.
2 REPRESENTATION	See subfields.
3 USE	Mandatory for all items except for component parts within serials. Not repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Place of publication.
5.A.1 DEFN	The name of the place or one of the places (usually town or other locality) where the item is published. This can include the state, province or country.
5.A.2 REPR	In accordance with the practice of the agency preparing the record.
5.A.3 USE	Mandatory. Repeatable.
5.B.0 NAME	Name of publisher.
5.B.1 DEFN	The name of the person or corporate body responsible for publishing the item.
5.B.2 REPR	The name of the publisher as shown on the item; it may be in a shortened form provided it can be identified without ambiguity.
5.B.3 USE	Mandatory. Repeatable.
5.C.0 NAME	Full address of publisher.
5.C.1 DEFN	The postal address of the publisher.
5.C.2 REPR	According to the conventions for postal addresses in the country of the publisher.
5.C.3 USE	Optional. Repeatable.
5.D.0 NAME	Country of publisher.
5.D.2 REPR	A code taken from the list of Codes for Names of Countries shown in Section 4.7.
5.D.2 USE	Optional. Repeatable.

EXAMPLES

Example 1 — The place of publication and publisher are recorded in the source format as Amsterdam, North-Holland. Contents of Field 400:

00@AAmsterdam@BNorth-Holland

Example 2

The place of publication and publisher are recorded in the source format as Khemisset, MA, Province de Khemisset. MA is the country code for Morocco. Contents of Field 400:

00@AKhemisset@DMA@BProvince de Khemisset

Example 3

The postal address of the publisher is recorded in addition to the place and name of publisher. Contents of Field 400:

00@ALondon@CCalcutta House, Old Castle Street, E1 7NT@BLLPS Publications

Example 4

The source format enters '?' when the name of the publisher or source of publication is unknown. Contents of Field 400:

00@ACoimbra@B?@DPT

Example 5

Two publishers are named on the item. Contents of Field 400:

00@ABudapest@BOMKDK@ALondon@BUNIBID

Example 6

The publisher has offices in more than one place, from which the item is distributed. Contents of Field 400:

00@ALondon@AOxford@AMelbourne@ADelhi@BOxford University Press

FIELD 410

0 NAME	PLACE OF MANUFACTURE AND NAME OF MANUFACTURER
1 DEFINITION	See subfields.
2 REPRESENTATION	See subfields.
3 USE	Optional. Not repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Place of manufacture.
5.A.1 DEFN	The name of the place or one of the places (usually town or other locality) where the item is produced or manufactured. This can include the state, province or country.
5.A.2 REPR	In accordance with the practice of the agency preparing the record.
5.A.3 USE	Optional. Repeatable.
5.B.0 NAME	Name of manufacturer.
5.B.1 DEFN	The name of the person or corporate body manufacturing the item.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Optional. Repeatable.
5.C.0 NAME	Full address of manufacturer.
5.C.1 DEFN	The postal address of the printer.
5.C.2 REPR	According to the conventions for postal addresses in the country of the manufacturer.
5.C.3 USE	Optional. Repeatable.
5.D.0 NAME	Country of manufacture.
5.D.1 DEFN	The country where the manufacturer is located.
5.D.2 REPR	A code taken from the list of Codes for Names of Countries shown in Section 4.7.
5.D.3 USE	Optional. Repeatable.

EXAMPLES

Example 1

A book is published in Great Britain, but printed in Turin, Italy; the printer is recorded in the record. Contents of Field 410:

00@ATorino@DIT

Alternatively, in accordance with the practices of the agency preparing the record, it may be recorded as:

00@ATorino, Italia

Example 2

The item states on the title page: 'Printed for St. Just and Pendeen Old Cornwall Society, Redruth, by Redborne Printing Works.' Contents of Field 410:

00@A[Redborne]@BRedborne Printing Works

Contents of Field 400:

00@ARedruth@BSt. Just and Pendeen Old Cornwall Society

FIELD 420

0 NAME	PLACE AND NAME OF DISTRIBUTOR
1 DEFINITION	See subfields.
2 REPRESENTATION	See subfields.
3 USE	Optional. Repeatable when there is more than one distributor.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Place of distributor.
5.A.1 DEFN	The name of the place or one of the places (usually town or other locality) where the distributor is situated. This can include the state, province or country.
5.A.2 REPR	In accordance with the practice of the agency preparing the record.
5.A.3 USE	Optional. Not repeatable.
5.B.0 NAME	Name of distributor.
5.B.1 DEFN	The name of the person or corporate body distributing the item.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Optional. Repeatable.
5.C.0 NAME	Full address of distributor.
5.C.1 DEFN	The postal address of the distributor.
5.C.2 REPR	According to the conventions for the postal address of the country of the distributor.
5.C.3 USE	Optional. Repeatable.
5.D.0 NAME	Country of distributor.
5.D.1 DEFN	The country where the distributor is located.
5.D.2 REPR	A code taken from the list of Codes for Names of Countries shown in Section 4.7.
5.D.3 USE	Optional. Repeatable.

EXAMPLES

Example 1

The item states on the title page: 'San Francisco, Editorial Consultants, distributed by Housemans, London.' Contents of Field 420:

00@ALondon@BHousemans

Contents of Field 400:

00@ASan Francisco@BEditorial Consultants

Example 2

An item is published by the Gateway Press, Baltimore and distributed by B.L. Gorbet of Farmington, New Mexico. The country code may be included. Contents of Field 420:

00@AFarmington, N.M.@BB.L. Gorbet@DUS

Contents of Field 400:

00@ABaltimore@BGateway Press@DUS

Example 3

The source format gives 'Uppsala' as the place of publication without a publisher being named. Stockholm is the place of distribution with Almqvist & Wiksell International named as the distributor. Contents of Field 420:

00@AStockholm@BAlmqvist & Wiksell International

Example 4

Reports published by the British Library Research & Development Department are available only from the British Library Lending Division. The source format gives the full address of the distributor. Contents of Field 420:

00@ABoston Spa@BB.L.L.D.@CBoston Spa, Wetherby, Yorks LS23 7BQ@DGB

FIELD 440

0 NAME — DATE OF PUBLICATION

1 DEFINITION — Four different types of date of publication are permitted. These are distinguished by indicator position 1, and are defined as follows:

1 = DATE OF PUBLICATION: Date or dates appearing on the item indicating when the item was published; in the case of complete serials, dates of first and last issues.
2 = DATE OF COVERAGE: Date or dates related to the coverage of the contents (e.g. in statistical reports).
3 = DATE OF COPYRIGHT: Date from which copyright is claimed, indicated in the item by 'c'.
4 = APPROXIMATE DATE OF PUBLICATION: Date or dates estimated to be the most likely date of publication when no indication of the date appears in the item.

2 REPRESENTATION — See subfields.

3 USE — The use of one of the four dates defined above is mandatory for all items. Repeatable.

4 INDICATORS

1: 0 = Not specified.
1 = Date of publication.
2 = Date of coverage.
3 = Date of copyright.
4 = Approximate date of publication.

2: 0

5 SUBFIELDS

5.A.0 NAME — Date in formalized form.
5.A.1 DEFN — Any of the four types of dates defined above.
5.A.2 REPR — The date(s) in formalized form as shown in accordance with ISO 2014. In the case of spanning a period, the two dates are set out in full and separated by a hyphen. Any digit may be replaced by a question mark when a date of coverage or approximate date is given. When no month or day is given, the month or day is replaced by '0000'.
5.A.3 USE — Mandatory when the date is convertible to ISO format.

5.B.0 NAME — Date in non-formalized form.
5.B.1 NAME — Any of the four types of dates defined above.
5.B.2 REPR — The date as it appears on the item. May be transliterated.
5.B.3 USE — Mandatory when the date cannot be converted into the ISO format, e.g. a non-Gregorian date, dates including such terms as 'Spring', 'Winter'.

EXAMPLES

Example 1 — The date of publication of a monograph is 1946. '0000' is added. Contents of Field 440:

10@A19460000

Example 2 — The date of publication of a monograph is 1952 or 1953. The last digit of the year is replaced by '?' and the indicator set to '4' to show that the date is uncertain. Contents of Field 440:

40@A195?0000

Example 3 — A report was released in September 1980. Contents of Field 440:

10@A19800900

Example 4 — A monograph is published in 3 volumes. Volume 1 has a date of publication 1965, volumes 2 and 3, 1968. The date of the monograph is therefore 1965-1968. Contents of Field 440:

10@A19650000-19680000

Example 5 — A serial is recorded which began in 1854 and is still continuing. Blanks (represented here by the asterisk '*') are placed in the end date. Contents of Field 440:

10@A18540000-********

Example 6 — A serial's first issue is dated 1st March 1954, and its last 25th September 1978. Contents of Field 440:

10@A19540301-19780925

Example 7 — The date of a serial issue is September 1982,

but the issues are always published in the middle of the following month. The date is therefore a coverage date and the first indicator is set at '2'. Contents of Field 440:

20@A19810900

Example 8

A monograph contains no date of publication, but there is a copyright date of 1969, which is entered with the first indicator set at '3'. Contents of Field 440:

30@A19690000

Example 9

An article in a newspaper is published on 17th June 1965. Contents of Field 440:

10@A19650617

Example 10

The date of a serial issue is Spring 1978. The date cannot be formalized. Contents of Field 440:

10@BSpring 1978

A formalized date may be included, using March for Spring as an approximation:

10@A19780300@BSpring 1978

Example 11

A serial shows 'Spring 1983' on the title page. It is not apparent when the item was published, but its contents clearly cover January to March 1983. Contents of Field 440:

20@A19830101-19830331

FIELD 441

0 NAME	DATE OF LEGAL DEPOSIT
1 DEFINITION	Date on which the item has been received by a legal deposit agency.
2 REPRESENTATION	Formalized in accordance with ISO 2014. Any digit may be replaced by a question mark when an approximate date is given. When no month or day is given, the month or day is replaced by '0000'.
3 USE	Optional. Not repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Date of legal deposit.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.

EXAMPLES

Example 1 — The date of legal deposit of an item is 16 June 1980. Contents of Field 441:

00@A19800616

FIELD 450

0 NAME	SERIAL NUMBERING AND DATE
1 DEFINITION	The numbers and/or dates of coverage of the first and last issues of a serial.
2 REPRESENTATION	In accordance with the practice of the agency preparing the record.
3 USE	Optional. Not repeatable. The field may contain serial numbering and/or dates when they are different, either in form or substance, from the date shown in Field 440 'Date of Publication'.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Serial numbering and date.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.

EXAMPLES

Example 1

An almanac started in 1931 and is still continuing. It is not numbered, the date serving as a number. Contents of Field 450:

00@A1931-

The volume relating to 1931 has a publication date of 1930. Contents of Field 440:

01@A19300000-

Example 2

A directory was published from 1895 to 1956. The volumes were not numbered. Contents of Field 450:

00@A1895-1956

Example 3

The numbering of a serial starts at volume 16 after a change of title, beginning with issue no. 1. It ends at volume 28, no. 6. The agency has elected not to show the date in Field 450 since the date already appears in Field 440. Contents of Field 450:

00@Avol. 16, no.1-vol.28, no.6

Example 4

The source format records the above example as follows: 16(1) - 28(6). Contents of Field 450:

00@A16(1)-28(6)

Example 5

The source format records both date and numbering in the same field: No. 1-, Oct.1976- Contents of Field 450:

00@ANo.1-, Oct.1976-

FIELD 460

0 NAME	PHYSICAL DESCRIPTION
1 DEFINITION	Description of the physical attributes of the item.
2 REPRESENTATION	In accordance with the practice of the agency preparing the record.
3 USE	Optional. Not repeatable. Field 490 'Part Statement' is used to indicate the place of an item in relation to its host item.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Number of pieces and designation.
5.A.1 DEFN	An indication of the number of pieces in an item, and/or the number of constituent parts (pages, frames, etc.) of an item consisting of one physical entity.
5.A.2 REPR	In accordance with the practice of the agency preparing the record.
5.A.3 USE	Optional. Not repeatable.
5.B.0 NAME	Other descriptive details.
5.B.1 DEFN	Physical data about an item other than the number of pieces and their description (see Subfield A) or dimensions (see Subfield C).
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Optional. Not repeatable.
5.C.0 NAME	Dimensions.
5.C.1 DEFN	One or more of the linear measurements (height, width, depth) of an item and/or, in the case of items which require equipment for their use, dimensions relevant to the use of the item.
5.C.2 REPR	In accordance with the practice of the agency preparing the record.
5.C.3 USE	Optional. Not repeatable. All the dimensions are entered in the same subfield.
5.D.0 NAME	Accompanying material.
5.D.1 DEFN	Any item which accompanies the item being described, which is issued at the same time as that item and is intended to be used in conjunction with it.
5.D.2 REPR	In accordance with the practice of the agency preparing the record.

5.D.3 USE

Optional. Repeatable when there is more than one item of accompanying material.

EXAMPLES

Example 1

A document consists of 2 volumes which are 25cm in height. Contents of Field 460:

00@A2 vols.@C25cm

Example 2

A document consists of 257 pages with illustrations. The document is 23cm in height, and there is a set of 4 slides in a pocket. Contents of Field 460:

00@A257p@Bill@C23cm@D4 slides

Example 3

A document is A4 size and contains 128p numbered A1-A40 and B1-B88. Contents of Field 460:

00@AA1-A40, B1-B88@CA4

Example 4

A document consists of 192 pages of which 10 are numbered i to x and the rest 1-182. It contains 1 coloured map, 1 coloured portrait and numerous other illustrations most of which are coloured. It is 25cm high. Contents of Field 460:

00@Ax, 182p.@Bill (chiefly col.), 1 col. map, 1 col. port. @C25cm

FIELD 480

0 NAME	SERIES STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY
1 DEFINITION	See subfields.
2 REPRESENTATION	See subfields.
3 USE	Optional. Repeatable when an item belongs to more than one series, or where there is a parallel series title. Alternately, parallel series titles may appear in a single repetition of Subfield A.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Series statement.
5.A.1 DEFN	A word, phrase, character or group of characters normally appearing on an item identifying a series to which the item belongs, and including any numbering or lettering relating to the ordering of the item within the series and/or sub-series.
5.A.2 REPR	As on the item: in the form and sequence as shown on the item, exactly as to wording but not necessarily as to punctuation, capitalization or character set.
5.A.3 USE	Optional. Not repeatable. Series names used as access points are in Field 200.
5.B.0 NAME	Statement of responsibility associated with series statement.
5.B.1 DEFN	Name(s) or phrase(s) relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the series.
5.B.2 REPR	In the form and sequence shown on the item exactly as to wording but not necessarily as to punctuation or capitalization. A statement of responsibility may be transliterated. It can include the names of one or more than one person or corporate body.
5.B.3 USE	Optional. Repeatable for each statement of responsibility found in the series.
5.C.0 NAME	Part statement.
5.C.1 DEFN	The number of the item and its designation (e.g. no., vol., part) within the series recorded in Subfield A.
5.C.2 REPR	As shown on the item except that other

numerals or numbers recorded in words are converted to arabic numerals.

5.C.3 USE — Mandatory. Not repeatable.

5.D.0 NAME — ISSN.
5.D.1 DEFN — The ISSN of the series entered in Subfield A.
5.D.2 REPR — Eight numerical digits including a check digit.
5.D.3 USE — Optional. Not repeatable.

5.L.0 NAME — Language of title.
5.L.1 DEFN — The language of the title in Subfield A.
5.L.2 REPR — A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE — When the title of the series is available in more than one language, the languages of the titles are entered to indicate parallel series titles. Otherwise optional. Not repeatable.

5.S.0 NAME — Script of title.
5.S.1 DEFN — The script of the title in Subfield A.
5.S.2 REPR — A code taken from the list of Script Codes shown in Section 4.6.
5.S.3 USE — Optional. Not repeatable.

EXAMPLES

Example 1 — Coin hoards from Roman Britain is an occasional paper of the British Museum (no. 33). The ISSN of the series is 0412-4815. Contents of Field 480:

00@AOccasional paper@BBritish Museum@CNo. 33@D0412-4815

Example 2 — X-ray diffraction topography by B.K. Tanner belongs to two series, both of which are named on the title page. Contents of repeated Fields 480:

00@AInternational series in the science of the solid state@Cvol. 10

00@APergamon international library

Example 3 — Intestinal permeation by M. Burke belongs to two series. Contents of repeated Fields 480:

00@AWorkshop conferences Hoechst@Cvol.4

00@AInternational congress series@CNo. 391

NOTES ON LINKS

A series title used as a key title or access point will appear under title (Field 200) or key title (Field 201) in a separate segment.

This field may appear in a secondary segment describing a monographic series as a serial, linked to the primary segment describing the target item.

FIELD 490

0 NAME	PART STATEMENT
1 DEFINITION	Data locating a part in relation to a whole item (e.g. details on the location of a component part within a host item, dates specifying the period of time covered by a part).
2 REPRESENTATION	In accordance with the practice of the agency creating the record.
3 USE	Mandatory for all items which are component parts, for single volumes within multi-volume monographs, and for single volumes of series. Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Volume/part numeration and designation.
5.A.1 DEFN	A word, phrase, character or group of characters, normally appearing on a item indicating to which volume, issue, part, etc. of a more inclusive item the item belongs.
5.A.2 REPR	As on the item, modified, transliterated or translated.
5.A.3 USE	Mandatory for items treated as component parts unless the limits of the component part are defined by pagination alone. Repeatable for successive levels of volume, issue, etc.
5.B.0 NAME	Pagination defining a part.
5.B.1 DEFN	An enumeration of the pages of a component part within the host item.
5.B.2 REPR	As on the item.
5.B.3 USE	Mandatory when the pagination is necessary to define the limits of the component part within the host item. Not repeatable.
5.C.0 NAME	Other identifying data defining a part.
5.C.1 DEFN	Any data other than volume/part numeration and designation and pagination, which defines a part.
5.C.2 REPR	As on the item.
5.C.3 USE	Mandatory when necessary to identify the part in relation to the whole. Not repeatable.

EXAMPLES

Example 1

A monograph Molecular connectivity in chemistry and drug research is volume 14 of the series Medicinal Chemistry. A link is made from the segment containing the identification of the series to the primary segment in which the monograph is described. Field 490 will occur in Segment 1:

00@AVol. 14

Within the record for this monograph, there is also a series statement which records the statement of the series exactly as found in the document. Contents of Field 480, which will occur in Segment 0, will be:

00@AMedicinal Chemistry@Cvol. 14

Example 2

The item being recorded is a contribution in a serial. The record consists of two segments; Segment 0 contains the description of the contribution, and Segment 1 contains the identification of the serial. A linking field provides a link from Segment 1 to Segment 0. Segment 1 contains only two fields: the control number of the serial, and the part statement. The contribution is in vol. 36 on pages 255 to 260. Contents of Field 490 which will occur in Segment 1:

00@AVol. 36@B255-260

NOTE ON LINKS

When the description of a component part is contained within a separate secondary segment (i.e. the item that contains the component part is the target item of the record), the part statement will be carried in the segment for the component part.

FIELD 500

0 NAME	NOTE
1 DEFINITION	Any information about the item which is not entered elsewhere in the record, and which is included as part of the record.
2 REPRESENTATION	In accordance with the practice of the agency preparing the record.
3 USE	Optional. Repeatable. Notes relating to bibliographic history or the relationship of the item to other bibliographic items are entered in Field 510.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Note. For definition, representation and use, see 1, 2 and 3 above.
EXAMPLES	Any kind of note which does not deal with bibliographic history (Field 510) serial frequency (Field 520) or contents (Field 530) may be entered in Field 500. The following is a selection of notes, as they would appear in Field 500:
Example 1	00@AThesis presented for Ph.D. at University of British Columbia, 1983
Example 2	00@AThesis (Ph.D.) - Harvard University, 1967
Example 3	00@AAt head of title: Goscinny and Uderzo present an Asterix adventure
Example 4	00@ASeries editor: Ruth Porter
Example 5	00@AText on lining papers
Example 6	00@AParallel text in English and Welsh
Example 7	00@AThe result of a cooperative research project at Simon Fraser University

FIELD 510

0 NAME	NOTE ON BIBLIOGRAPHIC RELATIONSHIP
1 DEFINITION	A note describing a bibliographic relationship between one item and another.
2 REPRESENTATION	In accordance with the practice of the agency preparing the record.
3 USE	Optional.
4 INDICATORS	00
5 SUBFIELD	
5.A.0 NAME	Note. For definition, representation and use, see 1, 2 and 3 above.
EXAMPLES	Notes on bibliographic relationships can usually be generated automatically from the data in the linking fields (Fields 080-085) and secondary segments. This may not be possible when the source format does not record links as segments; when the record to which the links are made does not exist; when information additional to that provided in the link is required in the note; or when the note includes a textual quote from the item.
Example 1	The item Index to textile auxiliaries was published in 1980. It was previously published in 1978 under the same title. Contents of Field 510: 00@A Previous ed.: 1978
Example 2	The item Anatomy for students and teachers of physical education was later published as Structural and functional anatomy for students and teachers of physical education. The record of the later work contains a note as follows in Field 510: 00@APrevious ed. published as 'Anatomy for students and teachers of physical education'. 1970
Example 3	A document is a reprint of a chapter of a book. Contents of Field 510:

00@AReprinted from Themes on Pacific lands by M.C.R. Edgeli and B.H. Farrell, 1974, p.5-15

Example 4

A document is a reprint from a serial. Contents of Field 510:

00@AOriginally published in Slavic Review, v.34 (2), Dec.1975

Example 5

The title British Heritage supersedes British History Illustrated. An appropriate note could have been created from a linkage field, but the source format does not record links. Contents of Field 510:

00@ASupersedes: British History Illustrated

Example 6

A note is taken from the item itself: the note is entered in quotation marks in the source format to indicate this. Contents of Field 510:

00@A'Reprinted from an unpublished experimental edition'

Example 7

The booklet 'MARC: its history and implications' has also been published in the Encyclopedia of Library and Information Science; the note from the title page is quoted in Field 510:

00@A'Based on an article entitled Machine-Readable Cataloguing (MARC) Program which appears in the Encyclopedia of Library and Information Science, volume 17'

FIELD 520

0 NAME	SERIAL FREQUENCY NOTE
1 DEFINITION	See subfields.
2 REPRESENTATION	See subfields.
3 USE	Optional. Repeatable when the frequency of the serial has varied during its existence.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Frequency.
5.A.1 DEFN	A note on the frequency with which a serial is published.
5.A.2 REPR	In accordance with the practice of the agency preparing the record.
5.A.3 USE	Mandatory. Not repeatable.
5.B.0 NAME	Dates of frequency.
5.B.1 DEFN	The dates for which the frequency stated in Subfield A are valid.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Optional. Not repeatable. Required only when the frequency of a serial changes.

EXAMPLES

Example 1

A serial is published monthly. Contents of Field 520:

00@AMonthly

Example 2

A journal was published monthly from 1940 to 1980 and has been published quarterly since. Contents of repeated Fields 520:

00@AMonthly@B1940-1980

00@AQuarterly@B1981-

FIELD 530

0 NAME	CONTENTS NOTE
1 DEFINITION	A description or list of the works, parts or pieces contained in the item being described.
2 REPRESENTATION	In accordance with the practice of the agency preparing the record.
3 USE	Optional. Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Contents note.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5 A.3 USE	Mandatory. Not repeatable.

EXAMPLES

Example 1

The record of a book The eleventh Simenon omnibus has the following contents note in Field 530:

00@AContents:- The Venice train; Maigret and the millionaires; The Innocents

Example 2

A document entitled The price of tranquility: the manufacture and use of psychotropic drugs contains two papers. According to the practice of the source format each paper is entered in a separate subfield; in the CCF each may be entered in a separate field. Contents of repeated Fields 530:

00@AThe family doctor's role in psychotropic drug use by Peter A. Parish

00@AThe international pharmaceutical industry, with special reference to psychotropic drugs by S. Lall

Example 3

The above as entered in an alternative format in repeated Fields 530:

00@AParish, Peter A. The family doctor's role in psychotropic drug use

00@ALall, S. The international pharmaceutical industry, with special reference to psychotropic drugs

FIELD 600

0 NAME	ABSTRACT
1 DEFINITION	A brief description of the content of an item. Intended to include informative, indicative, critical or evaluative abstracts, summaries, etc.
2 REPRESENTATION	In accordance with the practice of the agency preparing the record.
3 USE	Optional. Repeatable.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Abstract.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Not repeatable.
5 L.0 NAME	Language of abstract.
5.L.1 DEFN	Identification of the language of the abstract.
5.L.2 REPR	A code taken from the list of Language Codes shown in Section 4.4.
5.L.3 USE	Optional. Not repeatable.

EXAMPLES

Example 1

A record for a journal article 'Microcomputers as information dissemination tools' has an abstract taken from the article. Contents of Field 600:

00@APreliminary investigation of a microcomputer as an aid in both local and network information handling indicates that there are major benefits. The system has proven useful both in instructional settings and in approximations of normal library/information centre tasks. Micros can have sufficient capacity for circulation control systems, but adequate software is lacking.

Example 2

IFLA journal summarises contributions in English, French and German. In this example the English and French summaries are taken

from the journal and entered in the record. The source format has a subfield for origin of summary/abstract; this data is added at the end of the field in this example. Contents of repeated Fields 600:

00@AEconomic considerations a doubts about the future role of public libraries are major factors which introduce uncertainty into the future planning of public library buildings at the present time. Discussion of building requirements should follow the debate on policy, not precede it.@Leng

00@ADes considérations économique et des incertitudes sur le rôle futur des bibliothèques publiques sont les facteurs les plus importants de l'indécision dans les future planification actuelle des batiments des bibliothèques publiques. Las discussion sur les bâtiments devrait suivre et non précéder le debat à venir su leur rôle.@Lfre

FIELD 610

0 NAME	CLASSIFICATION SCHEME NOTATION
1 DEFN	A notation assigned to an item according to the provisions of a classification scheme.
2 REPR	In accordance with the classification scheme identified in Subfield B.
3 USE	Optional. Repeatable either for each classification notation, or for each classification system.
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Notation.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Repeatable.
5.B.0 NAME	Identification of classification scheme.
5.B.1 DEFN	An identification of the classification scheme used in Subfield A.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Mandatory. Not repeatable.

EXAMPLES

Example 1

A document on computer printers is classified 681.327.54'11 according to the Universal Decimal Classification (UDC). Contents of Field 610:

00@A681.327.54'11@BUDC

Example 2

A document on angina, a heart condition, is classified 616.122 according to the 18th edition of the Dewey Decimal Classification scheme (DC18). Contents of Field 610:

00@A616.122@BDC18

FIELD 620

0 NAME	SUBJECT DESCRIPTOR
1 DEFINITION	A word, term, name or phrase chosen to express a concept or a combination of concepts which are present in the work contained in the item, in order to facilitate retrieval of the item.
2 REPRESENTATION	Subject descriptors can be controlled according to a subject system, e.g. selected from a thesaurus or a list of subject headings, in which case they are in accordance with the practice of the system identified in Subfield B; otherwise they are in accordance with the practice of the agency preparing the record.
3 USE	Optional. Repeatable either for each descriptor or subject heading, or for each subject descriptor system (i.e. thesaurus or list of subject headings).
4 INDICATORS	00
5 SUBFIELDS	
5.A.0 NAME	Subject descriptor.
5.A.1 DEFN	See 1 above.
5.A.2 REPR	See 2 above.
5.A.3 USE	Mandatory. Repeatable.
5.B.0 NAME	Identification of subject system.
5.B.1 DEFN	A term or code identifying the subject system, from which the descriptor in Subfield A is taken. Or the term 'None' or its equivalent if no thesaurus or controlled list is used.
5.B.2 REPR	In accordance with the practice of the agency preparing the record.
5.B.3 USE	Mandatory. Not repeatable.

EXAMPLES

Example 1

The following terms are applied to a document: Nigeria. Zaria region. Muslims. Hausa. Women. 1900-1950. Contents of Field 620:

00@ANigeria@AZaria region@AMuslims@AHausa @AWomen@A1900-1950

Example 2

The following terms have been applied to a

document in the Zoological Record: Effects of/Radioactive pollution/Marine habitat/ Echinoidea/Arbacea punctulata. Contents of Field 620:

00@AEffects of@ARadioactive pollution@AMarine habitat@AEchinoidea@AArbacea punctulata@BZool. Rec.

Example 3

A Library of Congress Subject Heading is applied to the document. Contents of Field 620:

00@AFrance--Description and travel.@BLCSH

Example 4

The above as entered in an alternative format in repeated subfields. Contents of Field 620:

00@AFrance@ADescription and travel@BLCSH

4 CODES USED IN THE DATA ELEMENTS

4.1 Record status codes

4.2 Bibliographic level codes

4.3 Character set codes

4.4 Language codes

4.5 Physical medium codes

4.6 Script codes

4.7 Codes for names of countries

4.8 Role codes

4.9 Organization codes

4.10 Field linkage codes

4.11 National bibliography and legal deposit agency codes

4.12 Vertical relationship codes

4.13 Horizontal relationship codes

4.14 Completeness of record codes

4.15 Type of material codes

4.1.0 NAME — RECORD STATUS CODES

4.1.1 SOURCE — These codes have been developed for use in the CCF.

4.1.2 FIELDS — Used in character position 5 of the record label.

4.1.3 CODES

a New record

b Replacement record (A record that is intended to replace a previously issued record.) A record with this code takes the place of a record with the same control number issued at an earlier date.

c Deleting record (A record that is intended to cause the removal of a previously distributed record.) A record with this code will cause the removal from a file of a record with the same control number issued at an earlier date.

4.2.0 NAME — BIBLIOGRAPHIC LEVEL CODES

4.2.1 SOURCE — These codes have been developed for use in the CCF.

4.2.2 FIELDS — Used in character position 7 of the record label.

4.2.3 CODES

s Serial (A bibliographic item in any medium issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals, annuals (reports, yearbooks, directories, etc.), the journals, memoirs, proceedings, transactions, etc. of societies and monographic series.)

m Single volume monograph (A bibliographic item complete in one physical part; may be a volume of a multi-volume monograph.)

c Multi-volume monograph (A bibliographic item complete or intended to be completed in a finite number of separate parts.)

a Component part (A bibliographic item which for purposes of bibliographic identification or access absolutely requires reference to the document of which it forms a part. Component parts include chapters in monographs, articles in serials, illustrations and maps in printed text, an aria in a music score issued with a sound recording, etc. Also commonly called analytic.)

e Made-up collection (A bibliographic item that is a made-up collection; for example the manuscripts of an individual author.)

4.3.0 NAME — CHARACTER SET CODES

4.3.1 SOURCE — These codes are registration numbers taken from the ISO International Register of Coded Character Sets, as described in Section 2.6.

4.3.2 FIELDS — Used in Field 030, Subfields A, B and C.

4.3.3 CODES — These are the most commonly used code sets. Instructions for obtaining other codes are shown under Field 030.

1 Default control functions (ISO 646)

2 International Reference Version graphic set (ISO 646)

67 Additional control functions for bibliographic use (ISO 6630)

37 Basic Cyrillic graphic character set

53 Extension of the Latin alphabet coded character set for bibliographic interchange (ISO 5246-1980)

54 Extension of the coded character set of the Cyrillic alphabet for bibliographic use (DIS 5427-1981)

55 Greek alphabet character set for bibliographic use (ISO 5428-1980)

4.4.0 NAME LANGUAGE CODES

4.4.1 SOURCE In the absence of a standard code for names of languages, it is assumed that users of the CCF will employ the language codes listed below. The list is taken from the ISDS Manual,[7] which adapted it from the Library of Congress List of Languages and Language Codes.[9]

4.4.2 FIELDS May be used in any field where they can apply. In particular, used in the following fields:

Field 020, Subfield L	Field 040, Subfield A
Field 200. Subfield L	Field 201, Subfield L
Field 210, Subfield L	Field 220, Subfield L
Field 221, Subfield L	Field 222, Subfield L
Field 223, Subfield L	Field 230, Subfield L
Field 240, Subfield L	Field 260, Subfield L
Field 310, Subfield L	Field 320, Subfield L
Field 330, Subfield L	Field 480, Subfield L

4.4.4 CODES

Abnak
USE Algonquian languages (alg)

Acholi ach

Acoli
USE Acholi (ach)

Afghan
USE Pushto (pus)

Afrihili afh

Afrikans afr

Afro-Asiatic (Other) afa

Ainu
USE Miscellaneous (mis)

Akan
USE Niger-Congo (Other) (nic)

Akkadian akk

Albanian alb

Aleut ale

Algonkin
USE Ojibwa (oji)

Algonquian languages alg

Aljamia ajm

Amarinya
USE Amharic (amh)

Amharic amh

Ancient Greek
USE Greek, Ancient (to 1453) (grc)

Ancient Hebrew
USE Hebrew (heb)

Anglo-Norman
USE Romance (Other) (roa)

Anglo-Saxon (ca. 600-1100) ang

Annamese
USE Vietnamese (vie)

Anzanite
USE Elamite (elx)

Apache apa

Arabic ara

Aramaic arc

Arapahoe arp

Araucanian arn

Arawak arw

Armenian arm

Armoric
USE Breton (bre)

Ashanti
USE Niger-Congo (Other) (nic)

Assamese asm

Assiniboin
USE Dakota (dak)

Assyro-Babylonian
USE Akkadian (akk)

Athapascan languages ath

Avar
USE Avaric (ava)

Avaric ava

Avesta ave

Avestan
USE Avesta (ave)

Awadhi awa

Aymara aym

Azerbaijani aze

Azeri
USE Azerbaijani (aze)

Aztec
USE Nahuatlan (nah)

Baltic (Other) bat

Baluchi bal

Bamana
USE Bambara (bam)

Bambara bam

Bantu
USE Niger-Congo (Other) (nic)

Bashkir bak

Basque baq

Bedja
USE Beja (bej)

Beja bej

Bella Bella
USE Wakashan languages (wak)

Bella Coola
USE Salishan languages (sal)

Belorussian bel

Bemba bem

Bengali ben

Beothuk
USE North American Indian (Other) (nai)

Berber languages ber

Bhojpuri bho

Biblical Greek
USE Greek, Ancient (to 1453) (grc)

Biloxi
USE Siouan languages (sio)

Biluchi
USE Baluchi (bal)

Bishari
USE Beja (bej)

Blackfoot bla

Bohemian
USE Czech (cze)

Braj bra

Breton bre

Bulgarian bul

Bulgarian, Old
USE Church Slavic (chu)

Burmese bur

Bushman
USE Sub-Saharan African Other) (ssa)

Byelorussian
USE Belorussian (bel)

Byzantine Greek
USE Greek, Ancient (to 1453) (grc)

Caddo cad

Cambodian cam

Canerese
USE Kannada (kan)

Carib car

Carrier
USE Athapascan languages (ath)

Castillian
USE Spanish (spa)

Catalan cat

Caucasian (Other) cau

Cayuga
USE Iroquoian languages (iro)

Celtic languages cel

Central American Indian (Other) cai

Central Magahi
USE Magahi (mag)

Cewa
USE Nyanja (nya)

Chaldean
USE Aramaic (arc)

Chamorro
USE Malayo-Polynesian (Other) (map)

Chechen che

Cherokee chr

Chewa
USE Nyanja (nya)

Cheyenne chy

Chibcha chb

ChiChewa
USE Nyanja (nya)

Chichimeca-Jonaz
USE Otomian languages (oto)

Chinese chi

Chinook Jargon chn

Chipewyan
USE Athapascan languages (ath)

Chippewa
USE Ojibwa (oji)

Chiwere
USE Siouan langauges (sio)

Choctaw cho

Chontal of Tabasco
USE Mayan languages (myn)

Chorti
USE Mayan languages (myn)

Church Slavic chu

Chuvash chv

CiNyanja
USE Nyanja (nya)

Classical Greek
USE Greek, Ancient to (1453) (grc)

Coptic cop

Cornish cor

Cree cre

Creek
USE Muskogee (mus)

Creoles and Pidgins crp

Croatian
USE Serbo-Croatian (Roman) (scr)

Crow
USE Siouan languages (sio)

Cushitic cus

Czech	cze
Dakota	dak
Danish	dan
Dano-Norwegian USE Norwegian (nor)	
Delaware	del
Demotic USE Egyptian (egy)	
Denca USE Dinka (din)	
Dinka	din
Dogri	doi
Dogrit USE Athapascan languages (ath)	
Dravidian (Other)	dra
Duala	dua
Dutch (use for Flemish)	dut
Dutch, middle	dum
Efik	efi
Egyptian	egy
Elamite	elx
English	eng
English, Middle (ca. 1100-1400)	enm
English, Old USE Anglo-Saxon (ca 600-1100) (ang)	
Erse USE Irish (iri)	
Eskimo	esk
Eskimoan USE Eskimo (esk)	
Esperanto	esp
Estonian	est
Ethiopic	eth
Etruscan USE Miscellaneous (mis)	
Ewe	ewe
Fan USE Fang (fan)	
Fang	fan
Faroese	far
Farsi USE Persian, Modern (per)	
Filipino USE Tagalog (tag)	
Finnish	fin
Finno-Ugrian (Other)	fiu
Flemish USE Dutch (dut)	
Fon	fon
Fox USE Algonquian languages (alg)	
French	fre
French, Middle (ca. 1500-1700)	frm
French, Old (ca. 842-1500)	fro
Frisian	fri
Ga	gaa
Gaelic (Irish) USE Irish (iri)	
Gaelic (Scots)	gae
Galla	gal
Gallegan USE Romance (Other) (roa)	
Ganda	

USE Luganda (lug)

Ge'ez
USE Ethiopic (eth)

Georgian geo

German ger

German, middle high (ca. 1050-1500) gmh

German, old high (ca. 750-1050) goh

Germanic (Other) gem

Gipsy
USE Romany (rom)

Gondi gon

Gothic got

Greek, Ancient (to 1453) grc

Greek, Biblical
USE Greek, Ancient (to 1453) (grc)

Greek, Byzantine
USE Greek, Ancient (to 1453) (grc)

Greek, Classical
USE Greek, Ancient (to 1453) (grc)

Greek, Hellenistic
USE Greek, Ancient (to 1453) (grc)

Greek, Medieval
USE Greek, Ancient (to 1453) (grc)

Greek, Modern (1453-) gre

Greek, Patristic
USE Greek, Ancient (to 1453) (grc)

Greenlandic
USE Eskimo (esk)

Guarani gua

Guerze
USE Kpelle (kpe)

Gujarati guj

Gypsy
USE Romany (rom)

Hausa hau

Hawaiian haw

Hebrew heb

Herero her

Himachali him

Hindi hin

Hottentot
USE Sub-Saharan African (Other) (ssa)

Hungarian hun

Hupa hup

Iai
USE Malayo-Polynesian Other (map)

Ibidio
USE Efik (efi)

Icelandic ice

Ilocano ilo

Iloko
USE Ilocano (ilo)

Indic (Other) inc

Indo-European (Other) ine

Indonesian ind

Interlingua int

Iranian (Other) ira

Irish iri

Irish, Old
USE Indo-European (Other) (ine)

Iroquoian languages iro

Isi-Xosa
USE Xhosa (xho)

Italian ita

Jacalteca
USE Mayan languages (myn)

Japanese (use for related Japanese languages and dialects) jpn

Javanese jav

Javanese, Old
USE Malayo-Polynesian (Other) (map)

Judaeo-Arabic jrb

Judaeo-German
USE Yiddish (yid)

Judaeo-Persian jpr

Judeao-Spanish
USE Ladino (lad)

Kachin kac

Kafir
USE Xhosa (xho)

Kamba kam

Kanarese
USE Kannada (kan)

Kangri
USE Dogrib (dog)

Kannada kan

Kanuri kau

Karakalpak kaa

Karen kar

Kashmiri kas

Kaska
USE Athapascan languages (ath)

Kawchottine
USE Athapascan languages (ath)

Kawi

Malayo-Polynesian (Other) (mao)

Kazakh kaz

Kechua
USE Quechua (que)

Kekchi
USE Mayan languages (myn)

Kewa
USE Papuan-Australian (Other) (paa)

Khasi kha

Khmer
USE Cambodian (cam)

Khotanese kho

Kiche
USE Mayan languages (myn)

Kikuyu kik

Kinyarwanda kin

Kirghiz kir

Kirundi
USE Rundi (run)

Kongo kon

Kongri
USE Dogri (doi)

Konkani kok

Korean (use for related Korean languages and dialects) kor

Kokuyon
USE Athapascan languages (ath)

Kpelle kpe

Kru kro

Kurdish kur

Kurukh kru

Kutchin
USE Athapascan languages (ath)

Kutenai kut

Kwakiutl
USE Athapascan languages (ath)

Lacandon Maya
USE Mayan languages (myn)

Ladin
USE Rhaeto-Romansh (roh)

Ladino lad

Lahnda lah

Lakota
USE Dakota (dak)

Lallans
USE Germanic (Other) (gem)

Lamba lam

Landsmaal
USE Norwegian (nor)

Langue d'oc (Post-1500) lan

Laotian lao

Lapp lap

Latin lat

Latvian lav

Lettish
USE Latvian (latv)

Lillooet
USE Salishan languages (sal)

Lithuanian lit

Lolo (Bantu) lol

Lowland Scots
USE Germanic (Other) (gem)

Luba lub

Luganda lug

Luiserio lui

Macedonian mac

Madagascan
USE Malagasy (mla)

Magahi mag

Magahi, Central
USE Magahi (mag)

Magahi, Northern
USE Magahi (mag)

Magahi, Southern
USE Magahi (mag)

Magyar
USE Hungarian (hun)

Maithili mai

Malagasy mla

Malay may

Malayalam mal

Malayo-Polynesian (Other) map

Malecite
USE Algonquian languages (alg)

Maltese mlt

Mandan
USE Siouan languages (sio)

Mandingo man

Manobo mno

Manx max

Maori mao

Marathi mar

Marwari mwr

Masai mas

Mashona
USE Shona (sho)

Matlatzinca
USE Otomian languages (oto)

Mayan languages myn

Mazahua
USE Otomian languages (oto)

Mbundu (Benguela district) umb

Medieval Greek
USE Greek, Ancient (to 1453) (grc)

Mende men

Menominee
USE Algonquian languages (alg)

Micmac mic

Middle Dutch
USE Dutch, Middle ca. 1050-1350) (dum)

Middle English
USE English, Middle (ca. 1100-1500) (enm)

Middle French

USE French, Middle (ca. 1500-1700) (frm)

Middle High German,
USE German, Middle High (ca. 1050-1500) (gmh)

Middle Persian
USE Pahlavi (pal)

Middle Scots
USE Germanic (Other) (gem)

Milanese
USE Italian (ita)

Miscellaneous mis

Modern Hebrew
USE Hebrew (heb)

Mohawk moh

Mohegan
USE Algonquian languages (alg)

Moldavian mol

Mole
USE Mossi (mos)

Mongo
USE Lolo (Bantu) (lol)

Mongol mon

Montagnais (Athapascan)
USE Athapascan languages (ath)

Montagnais (Cree)
USE Cree (cre)

Mopan Maya
USE Mayan languages (myn)

More
USE Mossi (mos)

Mossi mos

Multilingual mul

Muskogee mus

Nagpuria
USE Bhojpuri (bho)

Nahuatlan nah

Nandi
USE Sub-Saharan African (Other) (ssa)

Nano
USE Umbundu (umb)

Nascapee
USE Cree (cre)

Navaho nav

Neo-Syriac
USE Syriac (syr)

Nepali nep

Netherlandic
USE Dutch (dut)

Newari new

Nguna
USE Malayo-Polynesian

(Other) (map)

Niger-Congo (Other) nic

Nitinat
USE Wakashan languages (wak)

Nootka
USE Wakashan languages (wak)

North American Indian (Other) nai

Northern Magahi
USE Magahi (mag)

Northern Sotho nso

Norwegian nor

Ntlakyapamuk
USE Salishan languages (sal)

Nubian nub

Nyamwezi nym

Nyanga
USE Niger-Congo (Other) (nic)

Nyanja nya

Nyoro nyo

Occitan, Modern (post-1500)
USE Langue d'oc (post-1500) (lan)

Occitan, Old (to 1500)
USE Provencal (to 1500) (pro)

Ocuiltec
USE Otomian languages (oto)

Ofogoula
USE Siouan languages (sio)

Ojibwa oji

Okinagan
USE Salishan languages (sal)

Old Bulgarian
USE Church Slavic (chu)

Old Church Slavonic
USE Church Slavic (chu)

Old English
USE Anglo-Saxon (ca. 1000-1100) (ang)

Old French
USE French, Old (ca. 842-1500) (fro)

Old High German
USE German, Old High (ca. 750-1050) (goh)

Old Irish
Indo-European (Other) (ine)

Old Javanese
USE Malayo-Polynesian (Other) (map)

Old Persian
USE Persian, Old (ca. 600 B.C.-400 B.C.) (peo)

Old Provencal (to 1500)
USE (Provencal (to 1500) (pro)

Old Russian
USE Slavic (Other) (sla)

Old Swedish
USE Germanic (Other) (gem)

Oneida
USE Iroquoian languages (iro)

Onondaga
USE Iroquoian languages (iro)

Oriya ori

Osage osa

Osmanli
USE Ottoman Turkish (Arabic Script) (ota)

Ossetic oss

Ostiak Samoyed
USE Selkup (sel)

Othomi
USE Otomian languages (oto)

Otomi
USE Otomian languages (oto)

Otomian languages oto

Ottawa
USE Ojibwa (oji)

Ottoman Turkish (Arabic Script) ota

Pahlavi pal

Pali pli

Pame
USE Otomian languages (oto)

Panjabi pan

Panjabi (Western)
USE Lahnda (lah)

Papuan-Australian (Other) paa

Pashto
USE Pushto (pus)

Passamaquoddy
USE Algonquian languages (alg)

Patristic Greek
USE Greek, Ancient (to 1453) (grc)

Pehlevi
USE Pahlevi (pal)

Pennsylvania Dutch
USE Germanic (Other) (gem)

Penobscot
USE Algonquian languages (alg)

Persian, Middkle
USE Pahlavi (pal)

Persian, Modern per

Persian, Old (ca 600 B.C.-400 B.C.) peo

Pidgin English
USE Creoles and Pidgins (crp)

Pilipino
USE Tagalog (tag)

Polish pol

Polyglot
USE Multilingual (mul)

Portuguese por

Potawatomi
USE Algonquian languages (alg)

Prakrit pra

Provencal (to 1500) pro

Provencal (post-1500)
USE Langue d'oc (post-1500) (lan)

Provencal, Old (to 1500)
USE Provencal (to 1500) (pro)

Punjabi
USE Panjabi (pan)

Pushto pus

Quechua que

Quiche
USE Mayan languages (myn)

Raeto-Romance
USE Rhaeto-Romance (roh)

Rajasthani raj

Rhaeto-Romance roh

Riksmaal
USE Norwegian (nor)

Romance (Other) roa

Romanian rum

Romansh
USE Rhaeto-Romance (roh)

Romany rom

Ruanda
USE Kinyarwanda (kin)

Rumanian
USE Romanian (rum)

Rumansh

USE Rhaeto-Romance (roh)

Rundi run

Russian rus

Russian, Old
USE Slavic (Other) (sla)

Ruthenian
USE Ukrainian (ukr)

Saka
USE Khotanese (kho)

Salish
USE Salishan languages (sal)

Salishan languages sal

Salteaux
USE Ojibwa (oji)

Samaritan Aramaic sam

Sandawe sad

Sango sag

Sanskrit san

Santee
USE Dakota (dak)

Sarsi
USE Athapascan languages (ath)

Scots Gaelic
USE Gaelic (Scots) (gae)

Sechelt
USE Salishan languages (sal)

Sechuana
USE Tswana (tsw)

Sekani-Beaver
USE Athapascan languages (ath)

Selkup sel

Semitic (Other) sem

Seneca
USE Iroquoian languages (iro)

Sephardic
USE Ladino (lad)

Serbian
USE Serbo-Croatian (Cyrillic) (scc)

Serbian
USE Serbo-Croatian (Cyrillic) (scc)

Serbo-Croatian (Cyrillic) scc

Serbo-Croatian (Roman) scr

Serer srr

SeSotho Group
USE Southern Sotho (sso)

SeSuto
USE Southern Sotho (sso)

Shan shn

Shona sho

Shuswap
USE Salishan languages (sal)

Siamese
USE Thai (tha)

Sidamo sid

Siksika
USE Blackfoot (bla)

Sindhi snd

Sinhalese snh

Sino-Tibetan (Other) sit

Siouan languages sio

Sioux
USE Dakota (dak)

Slave
USE Athapascan languages (ath)

Slavic (Other) sla

Slovak slo

Slovenian slv

Sogdian sog

Somali som

Songhai son

Sorbian languages
USE Wendic (wen)

Sorbin
USE Wendic (wen)

Sotho
USE Southern Sotho (sso)

Sotho, Northern
USE Northern Sotho (nso)

Sotho, Southern
USE Southern Sotho (sso)

South American Indian (Other) sai

Sohtern Magahi
USE Magahi (mag)

Southern Sotho sso

Spanish spa

Squamish
USE Salishan languages (sal)

Straits Salish
USE Salishan languages (sal)

Sub-Saharan African (Other) ssa

Sudanic languages
USE Niger-Congo (Other) (nic)

Sukuma suk

Sumerian sux

Sundanese sun

Sur-silvan
USE Rhaeto-Romance (roh)

Susian
USE Elamite (elx)

Susu sus

Swahili swa

Swedish swe

Swedish, Old
USE Germanic (Other) (gem)

Syriac syr

Tadzhik
USE Tajik (taj)

Tagalog tag

Tagish
USE Athapascan languages (ath)

Tahltan
USE Athapascan languages (ath)

Tajik taj

Tamil tam

Tatar tar

Tchetchen
USE Chechen (che)

Telugu tel

Temne tem

Tereno ter

Teton
USE Dakota (dak)

Thai tha

Thlingchadinne
USE Athapscan languages (ath)

Thompson
USE Salishan languages (sal)

Tibetan tib

Tigre tig

Tigrina tir

Timne
USE Temne (tem)

Tlingit tli

Tongan
USE Malayo-Polynesian (Other) (map)

Tsimshian tsi

Tswana tsw

Turkish tur

Turkmen tuk

Turko-tartaric (Other) tut

Turkoman
USE Turkmen (tuk)

Tuscarora
USE Iroquoian languages (iro)

Tutelo
USE Siouan languages (sio)

Twi twi

Tzeltal
USE Mayan languages (myn)

Tzotzil
USE Mayan languages (myn)

Ugaritic uga

Uigur uig

Ukrainian ukr

Umbunda umb

Undetermined und

Upper Umpqua
USE Athapascan languages (ath)

Urdu urd

Uzbek uzb

Vedic
USE Sanskrit (san)

Vietnamese vie

Vote
USE Votic (vot)

Votian
USE Votic (vot)

Votic vot

Votish
USE Votic (vot)

Votyak
USE Finno-Ugrian (Other) (fiu)

Wakashan languages wak

Walamo wal

Washo was

Welsh wel

Wendic wen

Wendish
USE Wendic (wen)

Winnebago
USE Siouan languages (sio)

Wolof wol

Xhosa xho

Xosa
USE Xhosa (xho)

Yankton
USE Dakota (dak)

Yao (Bantu) yao

Yiddish yid

Yoruba yor

Yupik
USE Eskimo (esk)

Zapotec zap

Zenega zen

Zulu zul

4.5.0 NAME PHYSICAL MEDIUM CODES

4.5.1 SOURCE These codes have been developed for use in the CCF.

4.5.2 FIELDS Used in Field 050, Subfield A.

4.5.3 CODES

010 Print on paper

020 Microform

030 Braille

900 Other

4.6.0 NAME SCRIPT CODES

4.6.1 SOURCE In the absence of any international standard set of codes for names of scripts, the codes shown below, developed for the International Serials Data System, are recommended for use in the CCF.

4.6.2 FIELDS May be used in any field where they can apply. In particular, used in the following fields:

Field 040, Subfield B
Field 200, Subfield S
Field 201, Subfield S
Field 210, Subfield S
Field 310, Subfield S
Field 320, Subfield S
Field 480, Subfield S

4.6.3 CODES

a basic roman
b roman (extended)
c Cyrillic
d Japanese
e Chinese
f Arabic
g Greek
h Hebrew
i Thai
j Devanagari
k Korean
l Tamil
z other

4.7.0 NAME — CODES FOR NAMES OF COUNTRIES

4.7.1 SOURCE — ISO 3166.

4.7.2 FIELDS — Used in the following fields:

Field 110, Subfield B	Field 111, Subfield B
Field 310, Subfield E	Field 320, Subfield E
Field 330, Subfield E	Field 400, Subfield D
Field 410, Subfield D	Field 420, Subfield D

4.7.3 CODES — This list does not constitute an official list of names of countries or other political entities. The name of the entity is given in its short form in English.

Afghanistan	AF	Bouvet Island	BV
Albania	AL	Brazil	BR
Algeria	DZ	British Indian Ocean Territory	IO
American Samoa	AS	British Virgin Islands	VG
Andorra	AD	Brunei	BN
Angola	AO	Bulgaria	BG
Antarctica	AQ	Burma	BU
Antigua	AG	Burundi	BI
Argentina	AR	Byelorussian SSR	BY
Australia	AU	Cameroon	CM
Austria	AT	Canada	CA
Bahamas	BS	Canton and Enderbury Islands	CT
Bahrain	BH	Cape Verde	CV
Bangladesh	BD	Cayman Islands	KY
Barbados	BB	Central African Republic	CF
Belgium	BE	Chad	TD
Belize	BZ	Chile	CL
Benin	BJ	China	CN
Bermuda	BM	Christmas Island	CX
Bhutan	BT	Cocos (Keeling) Islands	CC
Bolivia	BO		
Botswana	BW		

Colombia	CO
Comoros	KM
Congo	CG
Cook Islands	CK
Costa Rica	CR
Cuba	CU
Cyprus	CY
Czechoslovakia	CS
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
Dronning Maud Land	NQ
East Timor	TP
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Ethiopia	ET
Faeroe Islands	FO
Falkland Islands (Malvinas)	FK
Fiji	FJ
Finland	FI
France	FR
French Guiana	GF
French Polynesia	PF
Gabon	GA
Gambia	GM
German Democratic Republic	DD
Germany, Federal Republic	DE
Ghana	GH
Gibraltar	GI
Greece	GR
Greenland	GL
Grenada	GD
Guadeloupe	GP
Guam	GU
Guatemala	GT
Guinea	GN
Guinea-Bissau	GW
Guyana	GY
Haiti	HT
Heard and McDonald Islands	HM
Honduras	HN
Hong Kong	HK
Hungary	HU
Iceland	IS
India	IN
Indonesia	ID
Iran	IR
Iraq	IQ
Ireland	IE
Israel	IL
Italy	IT
Ivory Coast	CI
Jamaica	JM

Japan	JP
Johnston Island	JT
Jordan	JO
Kampuchea	KH
Kenya	KE
Kiribati	KI
Korea, Democratic Republic	KP
Korea, Republic of	KR
Kuwait	KW
Laos	LA
Lebanon	LB
Lesotho	LS
Liberia	LR
Libya	LY
Liechtenstein	LI
Luxembourg	LU
Macau	MO
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mexico	MX
Midway Islands	MI
Monaco	MC
Mongolia	MN
Montserrat	MS
Morocco	MA
Mozambique	MZ
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
Neutral Zone	NT
New Caledonia	NC
New Zealand	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF
Norway	NO
Oman	OM
Pacific Islands	PC
Pakistan	PK
Panama	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn Island	PN
Poland	PL
Portugal	PT

Puerto Rico	PR
Quatar	QA
Reunion	RE
Romania	RO
Rwanda	RW
St. Helena	SH
St. Kitts-Nevis-Anguilla	KN
Saint Lucia	LC
St. Pierre and Miquelon	PM
St. Vincent and the Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome and Principe	ST
Saudi Arabia	SA
Senegal	SN
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Solomon Islands	SB
Somalia	SO
South Africa	ZA
Spain	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen Islands	SJ
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syria	SY
Taiwan	TW
Tanzania	TZ
Thailand	TH
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad and Tobago	TT
Tunisia	TN
Turkey	TR
Turks and Caicos Islands	TC
Tuvalu	TV
Uganda	UG
Ukrainian SSR	UA
United Arab Emirates	AE
United Kingdom	GB
United States	US
United States Miscellaneous Pacific Islands	PU
United States Virgin Islands	VI
Upper Volta	HV
Uruguay	UY
USSR	SU
Vanuatu	VU
Vatican State	VA
Venezuela	VE
Viet Nam	VN
Wake Island	WK

Wallis and Futuna Islands	WF
Western Sahara	EH
Yemen	YE
Yemen, Democratic	YD
Yugoslavia	YU
Zaire	ZR
Zambia	ZM

4.8.0 NAME — ROLE CODES

4.8.1 SOURCE — This list is based on the list used in UNIMARC.[4] In the absence of any international standard code for names of roles, it is recommended for use in the CCF.

4.8.2 FIELDS — Used in Field 300, Subfield E and in Field 310, Subfield F.

4.8.3 CODES

010 Adapter - one who reworks a musical composition, usually for a different medium, or a writer who rewrites novels or stories for a different medium or form of presentation.

020 Author - the person or corporate body chiefly responsible for the creation of the intellectual or artistic content of a work.

080 Author of introduction, etc. - one who is the author of an introduction, preface, foreword, afterword, notes, other critical matter, etc. but who is not the chief author of the work.

100 Bibliographical antecedent - one who is the author of the work upon which the work reflected in the record is based in whole or in part. This code may be appropriate in records for adaptations, indexes, concordances, continuations and sequels by different authors, etc.

220 Compiler - one who produces a collection by selecting and putting together matter from works of various persons or bodies, or from the works of one person or body.

240 Consultant - one who was consulted during the performance of work reported in the item.

260 Copyright holder

280 Degree-grantor - the body granting the degree for which the thesis or dissertation included in the item was presented.

310 Distributor - an agent or agency that has marketing rights for an item.

330 Dubious author - one to whom the authorship of a work has been dubiously or incorrectly ascribed.

340 Editor - one who prepares for publication a work that is entirely or partly not his own. The editorial work may be either technical or intellectual.

440 Illustrator - a person who conceives and/or executes a design or illustration.

460 Interviewee

470 Interviewer

Joint author - USE Author (020).

540 Monitor/Contractor - a person or organization that supervises the compliance with a contract and is responsible for the report and controls its distribution. May be referred to as grantee, or controlling agency.

550 Opponent - a person solely or partly responsible for opposing a thesis or dissertation.

560 Originator - the author or agency performing the work, i.e. a person or organization associated with the intellectual content of the work.

570 Other - for use whenever a role code in another format has no equivalent in the CCF, or is otherwise not defined in this list.

580 Patent applicant - The person or body that applied for a patent described in the record.

590 Patent inventor - The person who invented the device or process covered by the patent described in the record.

600 Patentee - The person or body that was granted the patent described in the record.

620 Performer of research - the corporate body responsible for performing the research reported in the item. SEE ALSO Research Team Head and Research Team Member.

Project manager - USE Research Team Head (640).

640 Research Team Head - the person who directed the research or managed the project reported in the item. SEE ALSO Performer of Research (620).

650 Research Team Member - a member of a research team responsible for the research reported in the item. SEE ALSO Performer of Research (620).

710 Secretary - the secretary, reporter, redactor, or other person responsible for

expressing the views of a corporate body.

Sponsor/Funder - USE Funder/Sponsor (400).

720 Standards body - the agency responsible for issuing or enforcing a standard.

730 Translator - one who renders from one language into another, or from an older form of a language into the modern form, more or less closely following the original.

770 Writer of accompanying material - the writer of an annex or other significant material which accompanies the item.

4.9.0 NAME	ORGANIZATION CODES
4.9.1 SOURCE	These codes were developed for use in the CCF.
4.9.2 FIELDS	Used in Field 011, Subfield A and Field 020, Subfield A.
4.9.3 CODES	It is recommended that for national organizations, this consist of a code taken from the list of Codes for Names of Countries shown in Section 4.7, followed by a code assigned to that organization within its country in accordance with national practices.

4.10.0 NAME FIELD LINKAGE CODES

4.10.1 SOURCE These codes have been developed for the CCF.

4.10.2 FIELDS Used in Field 086, Subfield B.

4.10.3 CODES AA Link between an author and an affiliation.

PP Link between a publisher and a place.

PN Link between an ISBN and a publisher.

TR Link between a field and a transliterated version of that field or a part of that field.

SC Link between a field and another version of that field or part of that field in another script.

OT Other kinds of field to field links.

4.11.0 NAME — NATIONAL BIBLIOGRAPHY AND LEGAL DEPOSIT AGENCY CODES

4.11.1 SOURCE — Based on ISO 3166.

4.11.2 FIELDS — Used in Field 110, Subfield B and Field 111, Subfield B.

4.11.3. CODES — If there is a single national bibliographic agency with a country, this will consist of a code taken from the list of Codes for Names of Countries shown in Section 4.7. If there is more than one agency, an organization code formulated in accordance with the statement shown in Section 4.9.3 should be used.

4.12.0 NAME VERTICAL RELATIONSHIP CODES

4.12.1 SOURCE These codes have been developed for the CCF.

4.12.2 FIELDS Used in the following fields:
Field 080, Subfield A Field 081, Subfield A
Field 082, Subfield A Field 083, Subfield A

4.12.3 CODES

01 The segment in which this code occurs is lower in the hierarchy.

02 The segment in which this code occurs is higher in the hierarchy.

99 Unspecified relationship.

4.13.0 NAME HORIZONTAL RELATIONSHIP CODES

4.13.1 SOURCE These codes have been developed for the CCF.

4.13.2 FIELDS Used in Subfield A of Field 085.

4.13.3 CODES

0: The segment to which the link is being made represents an earlier edition.

12 The segment to which the link is being made represents a later edition.

13 The segments being linked are variant editions.

21 The segment to which the link is being made is a former title of the serial from which the link is being made.

22 The segment to which the link is being made represents a subsequent title.

25 The segment to which the link is being made represents a supplement.

26 The segment from which the link is being made is a supplement of the item represented by the record to which the link is being made.

31 The segment to which the link is being made represents a translation.

32 The segment to which the link is being made represents the original of the translation represented by the segment in which this code occurs.

33 The segment to which the link is being made represents another language edition.

34 The segment to which the link is being made represents an item issued with the item represented by the segment in which this code occurs.

35 The segment to which the link is being made represents an item reviewed in the item represented by the segment in which this code occurs.

36 The segment to which the link is being made represents a review article of the item in the segment of which this code appears.

99 Unspecified relationship.

4.14.0 NAME COMPLETENESS OF RECORD CODES

4.14.1 SOURCE These codes have been developed for use in the CCF.

4.14.2 FIELDS Used in Subfield A of Field 021.

4.14.3 CODES A All mandatory and optional elements provided

B All mandatory elements only provided.

C Less than all mandatory elements provided.

4.15.0 NAME TYPE OF MATERIAL CODES

4.15.1 SOURCE These codes have been developed for use in the CCF.

4.15.2 FIELDS Used in Subfield A of Field 060.

4.15.3 CODES Below are presented both general and specific codes, the former being those which end with '00'. The codes are not mutually exclusive; one or more may be used, depending on the practices of the agency.

100 Textual

900 Other

105 Report/technical report

110 Thesis, dissertation

115 Meeting document

120 Periodical

125 Newspaper

130 Annual

135 Patent document

140 Standard

145 Irregular serial

150 Monographic series

5 EXAMPLES OF COMPLETE RECORDS

5.1 Introduction

5.2 Serial

5.3 Monograph

5.4 Component part in a serial

5.5 Component part in a monograph

5.6 Monograph with component parts

5.7 Component part in a volume of a multi-volume monograph in a series

5.1

INTRODUCTION

The following pages display a number of examples of fully coded bibliographic records. They have been chosen to reflect various types of bibliographic entities prepared according to a number of cataloguing and coding practices.

None of these examples should be considered models for standard practice. On the contrary, users of this format should be guided by their own rules of bibliographic description, and should choose from among the options available in this document those coding practices which best suit their needs.

In the following examples, for purposes of illustration, tags, segment identifiers, and field occurrence identifiers appear before the field to which they refer, rather than in the directory as specified in ISO 2709. Field terminators and record terminators have not been shown at all.

The records shown are based on bibliographic descriptions from real bibliographic organizations. All coding, however, has been provided by the editors, who are grateful to these agencies for permission to use their data.

5.2 SERIAL

Bibliographic level: s (shown in character position 7 in the record label).

Tag	Seg Iden	Field Occur	Data Fields
001	0	0	157028
020	0	0	00@BISDS
021	0	0	00@AB
022	0	0	00@A19830120
030	0	0	00@B2
040	0	0	00@Amul
101	0	0	00@A0253-021X
201	0	0	00@ALegislative study - Food and Agriculture Organization of the United Nations
210	0	0	00@AEtudes legislatives - Organisation des Nations Unies pour l'Alimentation et l'Agriculturel@Lfre
210	0	1	00@AEstudios Legislativos - Organizacion de las Naciones Unidas para la Agricultura y la Alimentacion@Lspa
400	0	0	00@ARome@BFood and Agriculture Organization of the United Nations
440	0	0	00@A19710000-
520	0	0	00@AIrregular
610	0	0	00@A341.16:63@BUDC

Comments. This example is based on a record distributed by the International Serials Data System. The record contains only one segment, since it describes an entire serial publication.

5.3 MONOGRAPH

Bibliographic level: m (shown in character position 7 in the record label).

Tag	Seg Iden	Field Occur	Data Fields
001	0	0	A040327
020	0	0	00@AGBINSPEC
021	0	0	00@AB
022	0	0	00@A19830000
030	0	0	00@B2
040	0	0	00@Aeng
100	0	0	00@A0 12 525260 9
200	0	0	00@AOptical fibers
300	0	0	00@AOkoshi@BT.
400	0	0	00@ALondon@BAcademic Press
440	0	0	10@A19820000
460	0	0	00@Axii, 299 p.
600	0	0	00@AThe book deals with various optical waveguides, including optical fiber for communications use. Although there are many versions of optical fiber, only those having axially symmetrical structures (refractive-index distributions) are discussed. The optical and electromagnetic wave aspects of optical fibers are emphasized. Materials, fabrication technologies, applications, and communication-system considerations are described.
610	0	0	00@AA4280M@AA0130K@AA4280S@AB0100@AB4130@B INSPEC Classification Codes
620	0	0	00@AOptical fibers@AOptical communication @ASingle-mode fibers@AOptical communication@ALight scattering@AOptical fiber@AAxially symmetrical structures @AElectromagnetic wave aspects@AFabrication technologies@ACommunication-system considerations@AFiber analysis@ARay theory@AWave theory@AMode theory@AWKB method@APower-series method@AVariational methods@AStaircase approximation@ARefractive-index distributions@AMultimode fibers@ACoupling phenomena@ATransmission characteristics@BNone

Comments. This example is based on a record produced by INSPEC, the International Information Services for the Physics and Engineering Communities, in 1983. The record contains only one segment, since it describes an entire monograph.

5.4 COMPONENT PART IN A SERIAL

Bibliographic level: a (shown in character position 7 in the record label).

Tag	Seg Iden	Field Occur	Data Fields
001	0	0	011760K
020	0	0	00@AUSCA@BChemical Abstracts
021	0	0	00@AC
022	0	0	00@A19810713
030	0	0	00@B2
040	0	0	00@Aeng
083	1	0	00@A02@B0@Cs
086	0	0	00@A30000@BAA@C33000
086	0	1	00@A30001@BAA@C33000
101	1	0	00@A0044-7447
102	1	0	00@AAMBOC
200	0	0	00@AThe influence of man on the ozone layer; readjusting the estimates
201	1	0	00@AAmbio
300	0	0	00@AIsaksen@BIvar S.
300	0	1	00@AStordal@BFrode
330	0	0	00@AInstitute of Geophysics@BUniversity of Oslo@DBlinden, Oslo, Norway 3
490	1	0	00@Av. 10, no. 1, 1981@B9-17
610	0	0	00@ACA059001@BCA Subject Sections
620	0	0	00@AAtmosphere, Ozonosphere: (Air pollution effect on)@AAir pollution: (by chlorofluoromethane, Stratosphere ozone depletion of)@AAtmosphere, Stratosphere: (Ozone in, Effect of chlorofluoromethane and other air pollutants on)@BCA General Subject Index
620	0	1	00@AOzone@AAtmosphere@AChlorofluoromethane @ANitrogen@AChlorine@BCA keywords

Comments. This example is based on a record created by Chemical Abstracts Service on July 13, 1981. The code in Field 021 warns the recipient that certain fields are not provided, which explains why Fields 030 and 444 are missing from the record. The target item is a journal article. The secondary segment, which records the journal where the article appears, is assigned bibliographic level code 's' in Subfield C of Field 083. The fields appear in strict numerical order, which results in fields relating to the two segments appearing in a single sequence. Field 083 denotes the relationship between the two segments. Field 086 indicates that a relationship exists between the first author (Field 300, occurrence 0) and the affiliation (Field 330).

5.5 COMPONENT PART IN A MONOGRAPH

Bibliographic level: a (shown in character position 7 in the record label).

Tag	Seg Iden	Field Occur	Data Fields
001	0	0	NZ1033978
020	0	0	00@BThe ----- Library
021	0	0	00@AA
022	0	0	00@A19830902
030	0	0	00@B2
040	0	0	00@Aeng
200	0	0	00@ADocumentation - Format for bibliographic information interchange on magnetic tape : ISO 2709-1981(E)
490	0	0	00@Epp. 115-119
620	0	0	00@AComputers@AMachine-readable data@AComputer data formats@AInternational standards @AStandards@BSHHL
010	1	0	00@A1033759-M
081	1	0	00@A02@B0@Cm
100	1	0	00@A92-67-10058-0
110	1	0	00@A1033759
200	1	0	01@AInformation transfer@BInternational Organization for Standardization
210	1	0	01@ATransfert de l'information@Lfre
260	1	0	01@ASecond edition
310	1	0	10@AInternational Organization for Standardization
400	1	0	00@AGeneva@BInternational Organization for Standardization@AParis@BUnesco
440	1	0	10@A19820000
460	1	0	00@A522 p.@C21 cm
480	1	0	00@AISO Standards Handbook@C1
500	1	0	00@AA French version is also available
610	1	0	00@A002/050:778.14:001.4@BUDC
620	1	0	00@AInformation technology@AData exchange @AInternational standards@AStandards@BSHHL

Comments. This example was produced by a hypothetical library on September 2, 1983. The target item is a single international standard printed in a volume that is a collection of standards. The secondary item (the collection) is coded as a monograph (code 'm' in Subfield C of Field 081) but might be considered a multi-volume monograph (code 'c') by another agency. The French title has been included as a parallel title (Field 210) because it appears on the verso of the title page, although there is no French text in the volume. The series might have been recorded in a separate segment, but the agency preparing this record has not done so.

5.6 MONOGRAPH WITH COMPONENT PARTS

Bibliographic level: m (shown in character position 7 in the record label).

Tag	Seg Iden	Field Occur	Data Fields
001	0	0	80-470077
020	0	0	00@AThe National Library of -----
021	0	0	00@AA
022	0	0	00@A19830503
030	0	0	00@B2
040	0	0	00@Aeng
100	0	0	00@A963-592-149-7
200	0	0	01@ATowards a common bibliographic exchange format? : International Symposium on Bibliographic Exchange Formats, Taormina, Sicily, 27-29 April 1978@Borganized by the UNISIST International Centre for Bibliographic Descriptions in cooperation with ICSU-AB, IFLA, and ISO, and sponsored by Unesco@Bproceedings edited by H. Dierickx and A. Hopkinson.
300	0	0	31@ADierickx@BH.
300	0	1	31@AHopkinson@BAlan
310	0	0	11@AUNISIST International Centre for Bibliographic Descriptions
310	0	1	31@AUnited Nations Educational, Scientific and Cultural Organization
320	0	0	11@AInternational Symposium on Bibliographic Exchange Formats, Taormina, 1978
400	0	0	00@ABudapest@BOMKDK-TECHNOINFORM@CH-1428 Budapest, P. O. Box 12, Reviczky u. 6@DHU
440	0	0	10@A19780000
460	0	0	00@A214 p.@Bill.@C28 cm
530	0	0	00@AIncludes bibliographical references
610	0	0	00@AZ699.A1I693 1978@BLC
610	0	1	00@A025.2'6@BDDC18
620	0	0	00@AExchange of bibliographic information - Congresses@AMachine-readable bibliographic data - Congresses@BLCSH
010	1	0	00@A80-470077-A
080	1	0	00@A01@B0@Ca
200	1	0	01@AThe communication format in the international system of scientific and technical information of the CMEA countries@B[by] V. Skripkin and V. Kodola
300	1	0	10@ASkripkin@BV.
300	1	1	10@AKodola@BV.
330	1	0	00@AUSSR@BInternational Centre for Scientific and Technical Information@DMoscow@ESU
490	1	0	00@Bpp. 162-171
086	1	1	00@A33010@BAA@C30010
086	1	1	00@A33010@BAA@C30011
010	2	0	00@A80-470077-H

```
080    2    0      00@A01@B0@Ca
200    2    0      01@AThe exchange format chosen for the
                   international information network for standards
                   and technical regulations (ISONET)@B[by] E.
                   Sutter and E. J. French
300    2    0      10@ASutter@BE.
300    2    1      10@AFrench@BE. J.
330    2    0      00@AAFNOR@DParis@EFR
330    2    1      00@AInternational Organization for
                   Standardization@DGeneva@ECH
490    2    0      00@Bpp. 119-121
086    2    0      00@A33020@BAA@C30020
086    2    1      00@A33021@BAA@C30021
010    3    0      00@A80-47077-M
080    3    0      00@A01@B0@Ca
```

Comments. This example was produced by a hypothetical national library on May 3, 1983. The target item is a volume of proceedings of a conference. Three of the papers that form part of the conference have been included in the record as separate segments (coded '1', '2' and '3'). In Segment 1 the field to field links (Fields 086) show that both authors are affiliated with the same institution. In Segment 2 each author is linked (by a Field 086) to a separate institution. Segment 3 contains only a control number, indicating that the record contained in that segment, whose relationship to the target segment is shown in Field 080 (the last field in the record), is found elsewhere in the database.

5.7 COMPONENT PART IN A VOLUME OF A MULTI-VOLUME MONOGRAPH WHICH IS IN A SERIES

Bibliographic level: a (shown in character position 7 in the record label).

Tag	Seg Iden	Field Occur	Data Fields
001	0	0	25-943
020	0	0	00@BDOCPAL
021	0	0	11@AA
022	0	0	00@A19790615
030	0	0	00@B2
031	0	0	00@Apor
040	0	0	00@Apor
050	0	0	00@A010
060	0	0	00@A105
200	0	0	00@AImmigracion italiana
300	0	0	00@AMellafe@BRolando
490	0	0	00@B246-280
620	0	0	00@AInmigracion@AAsimilacion de Migrantes
080	1	0	00@A02@B0@Cm
080	1	1	00@A01@B2
086	1	0	00@A49010@BOT@C08011
200	1	0	00@ASao Jose dos Campos. Estudo de caso: dinamica populacional, transformacoes socio-economicas, atuacuo das instituicoes
260	1	0	02@A1
310	1	0	10@ACentro Brasilero de Analise e Planejamento@DSao Paulo@EBR@F020
400	1	0	00@ASao Paulo@BCentro Brasilero de Analise e Planejamentoento
440	1	0	10@A19780000
460	1	0	00@A305@Btbls
480	1	0	C0@AVol. 1
490	1	0	00@ACEBRAP. Estudos de Populacao, 6
080	2	0	00@A02@B1@Cc
200	2	0	00@APesquisa Nacional sobre Reproducao Humana
310	2	0	00@ACentro Brasilero de Analise e Planejamento @DSao Paulo@EBR@F020
440	2	0	10@A19780000-
460	2	0	00@Btbls. grafs
080	3	0	00@A02@B1@Cs
200	3	0	00@ACEBRAP. Estudos de Populacao

Comments. This examples is based on a record produced by the Latin American Population Documentation System (DOCPAL) in their own format, which is based on the Reference Manual. Since each component part has its own record, there is only one component part in this record, and that is the target item in the record. The component part is in a volume of a multi-volume monograph; that volume has also been given a number in a series. Note that both the records at the multi-volume level (Segment 2)

and the serial level (Segment 3) are linked to the record at the monographic level (Segment 1). In Segment 1 it is necessary to show that volume 1 in Field 480 refers to the volume in relation to the multi-volume monograph, rather than the serial. Therefore, a reciprocal link is established in Segment 1 indicating that the segment links to the multi-volume monograph and a link is made between that linking field and Field 480. The numbering of the monograph within the monographic series is indicated only by means of a series statement (Field 490 in Segment 1).